



Town Council Agenda

Wednesday, November 20, 2024, 4:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

Members of the Town Council:

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

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

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

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

NOTE: All comments will be limited to a speaking time of five minutes.

ZOOM INFORMATION

Join from a PC, Mac, iPad, iPhone, or Android device:

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*To raise your hand Press *9, to Mute/Unmute Press *6*

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

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

4. ADDITIONS TO THE AGENDA

Opportunity to add urgency items pursuant to Government Code Section 54954.2(b)2, if necessary.

5. WORKSHOP

5.1 Joint workshop with the Parks and Recreation Commission.

6. INTRODUCTIONS

6.1 Introduce Colin Brownlee as the recently promoted Assistant Engineer.

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

7.1 Receive Mammoth Main Base Redevelopment Project (“Evolving Main”) Update (Mammoth Mountain Main Lodge Area).

7.2 Housing Now! Program Update – November 2024.

8. STAFF PRESENTATIONS

8.1 Mammoth Yosemite Airport Presentation.

9. CONSENT AGENDA

9.1 Approve the minutes of the regular meeting of November 6, 2024.

9.2 Award Landscape Maintenance Contract to Gray’s Grasshopper.

9.3 Approve and adopt Side Letter 02-2024 between the Town of Mammoth Lakes (“Town”) and the Mammoth Lakes Police Officers’ Association (“MLPOA”).

9.4 Approve Letter from Town of Mammoth Lakes in Support of Office of Personnel Management (OPM) – Federal Wage System, Change in Criteria for Defining Appropriated Federal Wage System Wage Areas.

9.5 Accept Check Register 10/30/24 in the amount of \$1,130,715.16. Accept Check Register 11/6/24 in the amount of \$1,489,408.11. Accept Check Register 11/13/24 in the amount of \$6,750.00.

10. POLICY MATTERS

10.1 Presentation of Pre-Audit Financial Results for Fiscal Year 23-24, Fund Balance, Projects and Continuing Commitments.

10.2 Town Council Strategic Planning Series – Core Services.

11. COUNCILMEMBER REPORTS

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

12. ADJOURNMENT

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



**Town Council & Parks and Recreation Commission
Joint Workshop Agenda
November 20, 2024**

1. Introductions and review of agenda

2. 2025/26 Parks and Recreation Department Fee Schedule Recommendations

- Receive a brief presentation from Parks and Recreation Department staff on the 2025/26 Parks and Recreation Department Fee Schedule Options.
- Participate in a dialogue with the Parks and Recreation Commission on their consensus recommendation.
- Provide consensus comments or direction to Town staff regarding Option A, B or C and direct staff to present a 2025/26 Park and Recreation Department Fee Schedule for consideration in March that incorporates the preferred Option.

3. Development of new Parks and Recreation Master Plan

- The Parks and Recreation Commission is recommending the Town develop a new Parks and Recreation Master Plan that includes updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and “roadmap” over the next 10 years or longer.
- Participate in a dialogue with the Parks and Recreation Commission on their recommendations and next steps.

4. Other discussion items

5. Wrap-up

MAMMOTH LAKES TOWN COUNCIL STAFF REPORT

Council Meeting Date: November 20, 2024

Date Prepared: November 6, 2024

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

Title: 2025/26 Parks and Recreation Department Fee Schedule Recommendations.

Agenda: Workshop

RECOMMENDATION:

- 1) Receive a brief presentation from Parks and Recreation Department staff on the 2025/26 Parks and Recreation Department Fee Schedule Options.
- 2) Participate in a dialogue with the Parks and Recreation Commission on their consensus recommendation.
- 3) Provide consensus comments or direction to Town staff regarding Option A, B or C and direct staff to present a 2025/26 Park and Recreation Department Fee Schedule for consideration in March, 2025 that incorporates the preferred Option.

BACKGROUND INFORMATION:

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

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

On June 19, 2024, Town Council directed Town staff to introduce Resident/Non-resident fees and amend the 2024/25 Parks and Recreation Department Master Fee Schedule prior to winter operations at the Community Recreation Center (CRC), which opened on Thursday, October 3, 2024.

On September 4, 2024, Town Council approved the following:

- A. Resolution No. 24-50 for *LA Kings Ice* Membership Products and Pricing for the 2024/25 Winter season.
- B. Directed the Parks and Recreation Commission to discuss, analyze and provide recommendations for Town Council consideration regarding the identified resident/non-resident fee discussion questions and department operational concerns and present these

recommendations to Town Council as part of the joint Commission/Town Council workshop scheduled on Wednesday, November 20, 2024.

On October 1, as directed by Town Council, the Parks and Recreation Commission was presented with several resident/non-resident fee discussion questions and department operational concerns. The Commission discussed these items and due to the breadth and complexity of the issues, scheduled a special meeting on November 5, 2024 to provide a recommendation for Town Council consideration.

At the November 5, 2024 special meeting of the Parks and Recreation Commission, by motion, the commission approved Option A: Town residents should be given priority for Parks and Recreation Department products and services in the form of in-person registration and limited-time heavily discounted products.

ANALYSIS AND DISCUSSION:

For the past several weeks, Town staff identified several discussion questions and operational concerns related to the introduction of a resident/non-resident fee schedule and presented these to the Parks and Recreation Commission in detail on October 1, and subsequently on November 5, 2024.

Further research included correspondence with the Inyo National Forest, Mammoth Ranger District (USFS) regarding the introduction of resident/non-resident fees on federal lands. The Town holds several use-permits that require the submittal of operational plans detailing the implementation of summer camps, programs and special events/activities on federal land. The Town was concerned that fees based on residency may be inconsistent with the USFS issued Town use permits. Correspondence received from USFS representatives stated that a non-discrimination clause requires that activities must be open to the general public on an equal basis without regard to any non-merit factor. The interpretation of “equal basis” would mean the same pricing and being a resident is not a merit-based factor (factor based on skill or knowledge), thus restricting a permittee to charge preferential fees (resident vs. non-resident) for outfitting and guiding services. Based on these restrictions by the USFS where the majority of summer camps, rentals and activities take place, it restricts the ability of the Parks and Recreation Department to offer resident/non-resident fees on public lands.

To facilitate a recommendation for Town Council consideration on November 20, staff presented three (3) options for the Parks and Recreation Commission’s consideration. These include the following. By motion, the Commission approved Option A.

1. **Option A:** Town residents should be given priority for Parks and Recreation Department products and services in the form of in-person registration and limited-time, heavily discounted products.
2. **Option B:** Town residents should be given priority for Parks and Recreation Department products and services in the form of resident/non-resident fees.
3. **Option C:** Take no action and recommend the Town Council direct the Town Manager to conduct a comprehensive analysis of Parks and Recreation Department fees and subsidies (cost recovery) based on market, environmental and financial factors.

Option A: Town residents should be given priority for Parks and Recreation Department products and services in the form of in-person registration and limited-time heavily discounted products.

Overview

Prioritize Residents by expanding and enhancing in-person registration and limited-time, heavily discounted season membership pass products based on product demand (availability) and capacity (resources) for products and services. Table 1 below lists those product categories in red with high demand and limited/medium capacity or resources, such as staffing, funding, space, etc. that justifies resident priority access and access to discounted products. Product categories with low-medium demand such as facility rentals, adult programming and special event permits have sufficient capacity to meet the current demand, so no priority classification is recommended.

Table 1:

Product Category	Demand/Capacity	Proposed Amendment	Comment
Special Event Permits	Low/Medium	<ul style="list-style-type: none"> No change – online permit submittal 	<ul style="list-style-type: none"> \$250/\$500 fee schedule based on road closure
Facility Rentals	Low-Medium/Med.	<ul style="list-style-type: none"> No change – online or in-person reservation 	<ul style="list-style-type: none"> Community Center and Shady Rest Park experience Med – high demand.
Facility Tournament Rentals	Low/Low	<ul style="list-style-type: none"> No change - Online reservation 	
Facility Admissions (LA Kings Ice/ Mammoth RecZone, Whitmore Pool)	Medium/Medium	<ol style="list-style-type: none"> Heavily discounted season memberships available during specified time periods. 	<ul style="list-style-type: none"> Limited sale periods In-person 50% disc. Scholarships available
Youth Summer Camps	High/Limited	<ol style="list-style-type: none"> Expanded in-person registration – Goal is to provide a minimum of 1 camp per child with a maximum camp enrollment of 3 camps per child. Online registration (no limits) based on availability 	<ul style="list-style-type: none"> Scholarships available
Youth Spring/Fall Programs	High/Limited	<ul style="list-style-type: none"> Online registration based on availability. Consider limiting enrollment to one program per child. 	<ul style="list-style-type: none"> Non-residents in school in LA Capacity related to available staff, not demand from non-residents Scholarships available
Youth Events/Activities at Town Facilities (Halloween, Bike Rodeo, etc.)	Medium/Medium	<ul style="list-style-type: none"> Online and in-person registration 	<ul style="list-style-type: none"> Pre-registration available for high demand events and activities, with

			many people paying at the facility.
Adult Programs	Medium/Medium	<ul style="list-style-type: none"> • Online registration • Introduction of a \$120 x 10 use Adult Winter Play Pass (\$200 value) – good for hockey pick-up, stick-time, drop-in, curling and more! 	
Adult Tournaments	Medium/Medium	<ul style="list-style-type: none"> • No change - Online registration 	

Option Summary

This option meets the goal of increasing access and availability for community members in a meaningful way for Parks and Recreation programs and services and is not affected by the USFS non-discrimination clause. This is achieved by utilizing one-on-one in-person registration at selected time periods and expanding targeted community-centric products and programs that have high value to the community. One of these valued community products is the Winter Skate Membership offered at a 50% discount during the month of October at *LA Kings Ice at Mammoth Lakes*. The discounted membership was received extremely well with **565** memberships (150 MLYH) purchased in October (as of 11/7). This compares to a total of only **145** (120 MLYH) memberships sold in 2023/24 representing a 290% increase in membership sales.

Affordability for those families with financial need is achieved through the robust and expanded scholarship program now available for camps, memberships/passes, youth sport teams and some third-party providers, such as the LA Kings (Lil' Kings program) and UK/Challenger Soccer Camps. For adults, the Department is exploring discounted products and programs targeted specifically for this demographic. This includes the new Winter Play Pass at *LA Kings Ice at Mammoth Lakes* as listed above in the table and requested in user surveys. Option A has a minimal financial impact on the general fund, minimal impact to front-line staff and the guest experience, does not burden staff with producing a duplicate fee schedule on the reservation platform, and preserves the established foundation of inclusivity along with the intent of the General Plan Parks, Open Space, and Recreation element.

Option B - Town residents should be given priority for Parks and Recreation Department products and services in the form of resident/non-resident fees.

Overview

Prioritize Residents by introducing Non-Resident/For-Profit fees based on product demand (availability) and capacity (resources) for products and services. Table 2 below lists those product categories in red with high demand and limited/medium capacity or resources, such as staffing, funding, space, etc. that justifies a higher fee percentage (costs more to deliver). Product categories with low-medium demand such as facility rentals, adult programming and special event permits have sufficient capacity to meet the current demand, so a lower percentage is recommended for Non-Residents/For-Profit organizations.

Table 2:

Category	Demand/Capacity	Proposed Non-Resident/For Profit Fee Percentage Increase	Comment
Special Event Permits	Low/Medium	+10%	
Facility Rentals	Low-Medium/Med.	+10%	
Facility Tournament Rentals	Low/Low	+10%	
Facility Admissions (LA Kings Ice/Mammoth RecZone and Whitmore Pool)	Medium/Medium	+20%	<ul style="list-style-type: none"> • Scholarships available for residents
Youth Summer Camps	High/Limited	+25%	<ul style="list-style-type: none"> • Scholarships available for residents
Youth Spring/Fall Programs	High/Limited	+25%	<ul style="list-style-type: none"> • Scholarships available for residents
Youth Events/Activities at Town Facilities (Halloween, Bike Rodeo, etc.)	Medium/Medium	+10%	<ul style="list-style-type: none"> • Scholarships available for residents
Adult Programs	Medium/Medium	+10%	
Adult Tournaments	Medium/Medium	+10%	

Option Summary

Based on the USFS non-discrimination clause, this option becomes problematic and to a large extent, not feasible or implementable. In essence, this fee schedule meets Town Council’s goal of introducing resident/non-resident fees, but as proposed, does not lower resident fees, but rather increases fees for non-residents based on the demand and capacity of the Department’s products and ability of the Department to deliver those services. The majority of fees are adjusted annually based on the Consumer Price Index (CPI) and typically increase by 3-5% each year. This fee schedule will have a significant financial impact as it affects all products and services and will require extensive analysis as part of the annual budget process.

Registration and facility admissions will all have to be conducted in-person as the Department’s reservation platform (DaySmart) does not have the functionality to verify residential addresses. In addition, customers can simply change their address online to meet the geographical region for eligibility. As such, this process significantly affects the registration and admission process, burdens front-line staff and adds extra time to the process as all customer verification steps will have to be conducted in-person resulting in long admission lines. It may also erode our established foundation of inclusivity and welcoming culture nurtured over the past decade.

Option B requires policy recommendations for the following three items.

a) Proposed Definition of a Resident:

A resident is any person residing within the Town’s municipal boundary, or within the Mammoth Unified School District (MUSD) boundary which includes the Census Designated Places (CDPs) of McGree Creek and Crowley Lake, or any person owning property in these two areas (second homeowners). In order to qualify for resident pricing, the resident must supply proof of residency or property ownership, by one of the following methods:

- Valid California Driver’s License, or official identification (“I.D.”) card issued by the Department of Motor Vehicles for non-drivers, displaying an address within the specified boundary area(s) on the license or I.D.
- Pay stub from a local business located within the stated geographic area.
- Current year utility bill and/or property tax statement in the Resident’s name for an address within the specified boundary area(s).
- School ID for those people under the age of 18 or unlicensed drivers.

b) Should a resident/non-resident fee schedule apply to all camp, lessons and program fees or just facility memberships and passes?

Based on staff research, municipalities typically apply non-resident fees to Town-operated youth sports camps/programs, facility rentals and contract classes. Based on identified fee conflicts, staff recommends fees only apply to facilities on Town-owned land and not summer camps, lesson products or programs. This includes the Community Center/Tennis Courts/playground, Mammoth Creek Park, Community Recreation Center (CRC) – LA Kings Ice at Mammoth Lakes/Mammoth RecZone, Trails End Park/Volcom Brothers Skatepark and the Park at the Parcel.

c) How should fees be amended? Increase non-resident fees or decrease resident fees?

Analysis of similar municipalities found that they typically increase non-resident fees by an average of \$10 per product/service and/or up to 25% with a set-dollar amount as a cap. Staff believe that lowering fees will increase already high waitlists, further strain capacity of our limited programs and services and increase the community’s frustration to enroll in programs. In addition, selling products at lower rates will decrease Departmental revenues resulting in the General Fund making up the shortfall. The Department introduced the Tony Colasardo Scholarship Program to level out this financial inequity by providing 50%, 75% or 90% product discounts. These scholarships are intended to remove financial barriers facing a family when deciding to participate in our many camps, programs or facilities. The benefit of scholarships is that they protect the perceived value of our products and services by increasing enrollments from all socioeconomic classes resulting in a win-win for the department and community.

Option C – Take no action and recommend Town Council direct the Town Manager to conduct a comprehensive analysis of Parks and Recreation Department fees and subsidies (cost recovery) based on market, environmental and financial factors.

This option is part of a larger discussion centered around user fees and fee recovery. Community Services and Parks and Recreation Departments throughout the State are facing significant challenges. These include increases in labor/benefits, utility costs, services and supplies, insurance related costs, minimum wage increases over the last several years (+25% increase since 2019), inflation and cost of living increases. Based on historical Town Council adopted subsidies (Ord. 91-08 & Ord. 95-07) for recreation programs, the Department currently applies a high subsidy (approx. 70-80%) or lower cost recovery for youth programs and facility operations, and a lower subsidy (approx. 10-20%) or higher cost recovery for adult programming.

Many municipalities use a pyramid model for establishing fees to determine appropriate cost recovery. The methodology is based on tiers aligned with a hierarchy of varying degrees of community versus individual benefit. Based on the established need and the desire of the Commission and/or Town Council, a comprehensive analysis and study of our current fees and

associated subsidies (cost recovery) based on market, environmental and financial factors with the desire to better serve residents would provide a quantitative and objective foundation from which fees could be amended in the future.

RECOMMENDATION:

- 1) Provide consensus comments or direction to Town staff regarding Option A, B or C and direct staff to present a 2025/26 Park and Recreation Department Fee Schedule for consideration in March, 2025 that incorporates the preferred Option.

2012 Parks and Recreation Master Plan Evaluation Matrix

Criteria	Comments
Document published/adopted	The <i>Parks and Recreation Master Plan</i> ¹ was published in 2008 and adopted by Town Council on February 1, 2012. Resolution 12-08 approved a General Plan amendment adopting the Parks and Recreation Master Plan and amending the Parks, Recreation, and Open Space Element.
Plan Lifecycle	The Plan outlines the vision, goals, and tasks for enhancing parks and recreation for Mammoth Lakes through 2025 (17 years)
Plan Vision	Provide multipurpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors.
Plan Goals	<ol style="list-style-type: none"> 1. Maintain parks and open space <u>within and adjacent to town for outdoor recreation and contemplation.</u> 2. Provide <u>additional parks</u> within town. 3. Create a Master Plan for an integrated <u>trail system</u> that will maintain and enhance convenient public access to public lands from town. 4. Provide and encourage a wide variety of <u>outdoor and indoor recreation readily accessible to residents and visitors of all ages.</u> 5. <u>Link parks and open space with a well-designed year-round network of public corridors and trails within and surrounding Mammoth Lakes.</u> 6. Provide <u>parks and recreational facilities and programs</u> that foster a sense of community and nurture the emotional connection people have with each other and Mammoth Lakes.
Public Input	The recommendations for parks and recreation elements outlined in the Master Plan are based on the <u>results of field analysis, inventories, demand analysis, workshop planning sessions, and survey results from residents and second households.</u>
Needs Assessment	<p>The Town of Mammoth Lakes conducted a survey during March 2007 to evaluate usage of and needs for parks and recreation facilities and programs.</p> <ul style="list-style-type: none"> • 12,940 surveys distributed – 580 surveys completed (4.5%)
Connectivity with other plans	The Trail System Master Plan (TSMP) was adopted by Town Council on October 19, 2011, along with the certification of its EIR. The TSMP is a comprehensive trails and public access plan that updates the Town's 1991 Trails System Plan. The TSMP will integrate and adopt the Sherwins Area Recreation Plan (SHARP) as a component of the TSMP, which includes proposals for trails, public access, and recreation facilities within the Sherwins area, south of the Town's urbanized area.
Relevance today	The values expressed in the PRMP continue to be relevant, along with the vision and framework to serve the recreation needs of Mammoth Lakes' residents and visitors. However, the goals, level of service recommendations, and primary tasks need to be realigned with the ever changing and evolving recreation needs and expectations of the community, second homeowners, transient workforce, and visitors to Mammoth Lakes.
Plan Completion	<p>Tremendous progress delivering the recreation needs and expectations of the community have been made these past 16 years as highlighted in this report. The majority of these goals and tasks have been completed, with some underway, and others that require further analysis, funding and appropriate sites for development.</p> <p>In addition to delivering additional park improvements, new recreation facilities and elevated maintenance levels, the Town has significantly increased its resources and capacity to provide high-quality, innovative, and affordable recreation programming. The development and implementation of these programs has been the result of producing an annual Parks and Recreation</p>

¹ <https://www.townofmammothlakes.ca.gov/DocumentCenter/View/2308/Final-TOML-Parks-Rec-Master-Plan-Adopted-2-1-12X?bidId=>

	<p>Department Strategic Priorities and Key Objectives Statement aligned with the Town Council adopted strategic priorities.</p> <p>The strategic plan integrates and aligns with the PRMP by providing community-established high-level goals and measurable objectives for the department to achieve in a calendar year. It also provides distinct and unifying direction for staff in guiding day-to-day decisions with a goal of maximizing resources (time, money, staff) while minimizing or eliminating ambiguity.</p>
<p>Plan Tasks</p>	<ol style="list-style-type: none"> 1. Maintain and upgrade existing parks and recreation facilities to improve accessibility, usability, and service capacity. <ul style="list-style-type: none"> ○ Outcomes: <ul style="list-style-type: none"> ▪ 2017 – 2023: Allocated over \$1.29 Million in deferred maintenance funds ▪ Annual: Conduct annual project CIP/maintenance analysis and recommendations for scheduling, funding, and implementation. ▪ 2023: Invested \$175,000 on a new Sport Court surface on Tennis courts 5 & 6. Also includes painted lines for 2 pickleball courts and an all-weather basketball backboard. ▪ 2023: Invested over \$100,000 to convert the old ice rink to a new 6 court Pickleball Complex. 2. Complete construction of recreation-related projects already underway. <ul style="list-style-type: none"> ○ Outcome: <ul style="list-style-type: none"> ▪ Trails End Park <ul style="list-style-type: none"> • 2004: Trails End Park project planning began and was completed in October 2016 for a total cost of \$2.5 Million dollars. Trails End Park is a 4.1-acre park that features the world-renowned 42,000 sq. ft. Volcom Brothers and Little Brothers Skate Park including an enhanced complementary community park, themed playground, restroom and pavilion. • 2007: Awarded California Park and Recreation Society (CPRS) District 7: Outstanding Facility Award 3. Expand partnerships with public agencies, private organizations, and businesses to share resources in providing facilities and programs. <ul style="list-style-type: none"> ○ Outcome: <ul style="list-style-type: none"> ▪ 2012: Executed a 30-year lease agreement with the LADWP (#1423) for the Whitmore Recreation Area. ▪ 2016: Executed a new Joint Use Agreement for facilities with the Mammoth Unified School District ▪ 2023: Executed a new 5-year lease with the Mammoth Unified School District for the use of the Pickleball Complex 4. Design additional park improvements and recreation facilities to meet recreation needs in all seasons. These facilities include (in alphabetical order): <ul style="list-style-type: none"> ○ <i>Aquatic Center</i> <ul style="list-style-type: none"> ▪ Outcome: <ul style="list-style-type: none"> ○ 2016: Formed the Aquatic Center Ad-Hoc Committee to explore the development of an aquatic facility and agreed that professional expertise was needed to determine the feasibility

	<p>of constructing and operating an aquatics facility in Mammoth Lakes, particularly a facility designed for community-wide access and financial sustainability.</p> <ul style="list-style-type: none"> ○ 2017: Hosted a custom Build a Pool Workshop with USA Swimming Facilities Development Staff. The custom workshop was designed to help project advocates identify options for the size and type of facility and the associated programming needs and scope for budget. It also identified industry experts and professionals for feasibility, design, construction, operations and maintenance of aquatic facilities. ○ Annual: Collated published aquatic facility plans and proformas. <ul style="list-style-type: none"> ○ <i>Dog Park</i> <ul style="list-style-type: none"> ▪ Outcome: <ul style="list-style-type: none"> ● 2021: Town received a \$50,000 T-Mobile Hometown Grant to construct a community Dog Park in Mammoth Lakes. ● 2023: Town Council awarded the Dog Park and Infrastructure bid to DG Construction. Work was completed in the Fall of 2024 with the official ribbon cutting ceremony on November 6, 2024. ● 2023: Town submits a Use Permit Modification with Mono County to permit the construction and operation of a dog park at the Whitmore Recreation Area. ○ <i>Event and Performance Venues</i> <ul style="list-style-type: none"> ▪ Outcome: <ul style="list-style-type: none"> ● Special Event Venue <ul style="list-style-type: none"> ○ 2013: HVS publishes an Entertainment and Cultural Event Facilities Study. The report assessed the events market, analyzed potential sites for the proposed facilities, and projects future demand in Mammoth Lakes. ○ 2016: Town publishes an economic development strategy for special events. ○ 2016: MLR forms an Outdoor Performing Arts Center Steering Committee to analyze the HVS Study results to determine a venue to construct and operate an Outdoor Performing Arts Venue. ○ <i>Picnic/Park Areas</i> <ul style="list-style-type: none"> ▪ Outcome: <ul style="list-style-type: none"> ● Park at the Parcel <ul style="list-style-type: none"> ○ 2023: Park at the Parcel project approved by Town Council. Completed in 2024, this project has a play area for childcare operations and a public park for the residents and neighbors of The Parcel. ● Mammoth Creek Park <ul style="list-style-type: none"> ○ 2023: Town Council allocates \$500,000 for the rehabilitation of Mammoth Creek Park west. Will include a new picnic
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pavilion/small amphitheater, natural grass, picnic tables/benches and a bouldering area.

- *Multi-use Recreational/Cultural Facility*
 - Outcome:
 - Mammoth Lakes Arts and Cultural Center (MACC)
 - 2022: Town Council approved an agreement with the Mammoth Lakes Foundation for the Parks and Recreation Department to operate the Edison Hall & Theatre. Town Council also approved an agreement that outlines a planning effort on property owned by the Mammoth Lakes Foundation. The planning agreement includes an expanded theatre facility, childcare site, a temporary dog park and future housing site, parking and summer amphitheater site.
 - 2023: Town Council allocated \$300,000 for the design of the outdoor amphitheater on the Mammoth Lakes Foundation site.
 - 2024: Town Council adopted a Resolution approving the acquisition of certain land and improvements with the Mammoth Lakes Foundation for approx. 9 acres of land.
 - 2024: Mammoth Lakes Recreation approved the allocation of Measure U Funds to contribute to the construction of the new Mammoth Lakes Arts and Cultural Center (MACC), funds for operation funding (Endowment) and funds to support the debt service.
 - Community Recreation Center (CRC)
 - 2021: Town Council awards the contract to Hamel Contracting Inc.
 - 2021: Groundbreaking (April)
 - 2023: Ribbon Cutting Ceremony (November)
 - The Community Recreation Center (CRC) is a Sprung Performance Arena enclosing an Olympic size ice rink (LA Kings Ice at Mammoth Lakes) that will operate in the winter and in the summer, sport tiles will cover the rink creating a 20,000 sq. foot Mammoth RecZone.
- *Snow and Winter Play Areas*
 - Outcome:
 - Shady Rest Park paved staging area and winter play area.
- Sports fields and courts
 - Outcome:

	<ul style="list-style-type: none"> • Bell Shaped Parcel <ul style="list-style-type: none"> ○ 2010: Amendment 4 - Ordinance 10-07 approving a General Plan amendment resulting in a change of the land use designation for the Bell-Shaped parcel (16.7 acres) from Resort (R) to Open Space (OS) (DZA 10-001). • Whitmore Track and Sports Field <ul style="list-style-type: none"> ○ 2012: The Whitmore Track and Sports Field was completed. The facility is an all-weather, 9-lane polyurethane running track, with a full-size synthetic turf infield that will serve to enhance Mammoth Lakes' reputation as the premier high-altitude training destination for a multitude of endurance sports and recreation. ○ At a cost of \$2.3 Million, construction began for Phase I of this facility on July 9, 2012, and was completed on November 17, 2012. ○ Phase 2 includes the construction of a sports building, paved parking lot, field lighting, a decomposed granite path with fitness stations around the track, an open-air picnic pavilion and an entry sign. In 2021, staff and MLR applied for a Prop 68 Regional Park Program (RPP) grant (\$3 million) that was not successful. • Whitmore Recreation Area and Pool <ul style="list-style-type: none"> ○ 2022: Town submitted a request to the LADWP for a new 50-year lease agreement for expanded ball fields that incorporates the expired Whitmore Pool lease. The new lease will be approximately 112 acres that would meet the defined LOS standards for additional park acreage of 28 acres. ○ <i>Other</i> <ul style="list-style-type: none"> ▪ 2019: Installed and opened the professionally designed and community supported 18-hole Shady Rest DiscGolf Park. <p>5. Ensure that the Town's parks and recreation facilities will become part of an integrated system that encompasses parks, activity centers, trails, and access to public lands around Mammoth Lakes.</p> <ul style="list-style-type: none"> ○ Outcome: <ul style="list-style-type: none"> ▪ Lake Mary Bike Path <ul style="list-style-type: none"> • 2008: The 5.3-mile Lake Mary Road Bike Path project was completed. ▪ Trail System Master Plan² <ul style="list-style-type: none"> • The Trail System Master Plan (TSMP) was adopted by the Mammoth Lakes Town Council on October 19, 2011, along with the certification of its EIR. • The TSMP is a comprehensive trails and public access plan that updates the Town's 1991 Trails
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² <https://www.ci.mammoth-lakes.ca.us/371/Trails-System-Master-Plan>

	<p>System Plan. The TSMP will integrate and adopt the Sherwins Area Recreation Plan (SHARP) as a component of the TSMP, which includes proposals for trails, public access, and recreation facilities within the Sherwins area, south of the Town’s urbanized area.</p>
What’s Next	<p>Town staff is recommending the development of a new Parks and Recreation Master Plan that includes updated goals and policies, an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes and an action plan with conceptual site plans that articulate a clear vision and “roadmap” over the next 10 years or longer.</p>
Time frame	<p>A comprehensive master plan is expected to take 12-18 months with a price range of \$150,0000 - \$300,000 depending on the requested scope of services and desired outcomes.</p>

Mammoth Lakes Town Council Agenda Action Sheet

Title: Receive Mammoth Main Base Redevelopment Project (“Evolving Main”) Update (Mammoth Mountain Main Lodge Area).

Council Meeting Date: 11/20/2024

Prepared by: Jen Murillo, Contract Planner

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

Summary: The Mammoth Main Base Redevelopment Project is a major private development application being processed by the Town. Below is a high-level update on this application: **[changes from 8/21/24 update are highlighted]**

- **Environmental Review (CEQA/NEPA)** – Environmental analysis (i.e., preparation of the Draft Environmental Impact Report/Environment Impact Statement (EIR/EIS)) has not started. The USFS, Town, and applicant are coordinating on the study plan for the EIR/EIS, which identifies the strategy for ensuring a comprehensive and thorough analysis in the EIR/EIS. Additional project information is needed to begin preparing the EIR/EIS.
- **Outreach** – Meetings with the project’s “Working Group” are ongoing to discuss key project topics and issues. The Working Group consists of Town staff, the applicant, and various stakeholders (e.g., Mammoth Lakes Fire Protection District (MLFPD), Mammoth Lakes Police Department, etc.). Future public meetings are anticipated to be topic focused as discussions with the Working Group proceed.
- **State Route (SR) 203** – The Town, applicant, and Caltrans continue to coordinate on the proposed realignment and design for the realignment of SR 203. Discussions related to relinquish are on hold as progress continues with Caltrans on review of the proposed realignment design.
- **Housing** – The Applicant is working on their housing plan proposal. Once it is submitted, it will be reviewed and discussed by the Working Group before being scheduled for a joint Council and Planning and Economic Development Commission workshop.
- **Target Schedule**

Ongoing	Working Group meetings
2025	Additional outreach meetings/events (TBD)
Late 2025	Draft EIR/EIS available for review
Late 2026	Town Council decision on project

Relevant project links:

- Town’s project webpage - www.townofmammothlakes.ca.gov/1155/Mammoth- Main-Base-Redevelopment
- USFS project webpage - www.fs.usda.gov/project/?project=62406
- Applicant’s project webpage - www.evolvingmain.com/

Mammoth Lakes Town Council Agenda Action Sheet

Title: Housing Now! Program Update – November 2024.

Council Meeting Date: 11/20/2024

Prepared by: Nolan Bobroff, Community & Economic Development Director

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

Summary: The Housing Now! initiative is a multi-faceted program intended to provide a range of community housing that is available and affordable to those working in the community. The program aims to provide housing opportunities across the entire housing affordability spectrum ranging from low-income earners (\leq 80% Area Median Income) up to upper-middle income earners (150% - 200% Area Median Income).¹

Staff will provide a verbal update on the Small-Site Development component of the Housing Now! program and the status of the update to the Housing Needs Assessment.

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

Mammoth Lakes Town Council Agenda Action Sheet

Title: Mammoth Yosemite Airport Presentation.

Council Meeting Date: 11/20/2024

Prepared by: Sierra Waugh, Deputy Airport Manager

Recommended Motion: No motion is being requested.

Summary: In April 2022, the Town of Mammoth Lakes signed a contract with Aviation Insights for assistance in identifying the Airport's value to our community and the Airport's role in the larger state system and National Plan of Integrated Airport Systems (NPIAS). Additionally, Aviation Insights evaluated administrative processes and made recommendations based on industry standards and compliance obligations required by the Federal Aviation Administration (FAA). The principal for Aviation Insights, Dennis Roberts, worked for the FAA for many years as the Regional Administrator and has brought his expertise to Mammoth to help enhance the Airport's relationships with the FAA. Aviation Insights has also made recommendations for enhancing Airport safety which led to a project that is currently underway to amend the Airport's Instrument Approach Procedure (IAP), making it easier for aircraft to land.

After two and a half years working with Aviation Insights a lot has been gained and learned. During this presentation, Airport staff and Aviation Insights will be sharing a wide range of information and what has been learned. The presentation will provide status updates and points for future consideration by the Town Council and community.

Curriculum Vitae

Dennis E. Roberts, President Aviation Insights, LLC

My aviation career spans 48 years. As the sole-proprietor and President of Aviation Insights, LCC, I provide professional consulting services to airports and aviation-related entities on airport policy, planning, engineering, operations/compliance, certification, capital development, environmental and community engagement matters.

From 2004 until my retirement in October 2018, I worked at the Federal Aviation Administration where I held multiple, senior executive management positions including FAA Regional Administrator at three of FAA's nine regions (Northwest-Mountain Region in Seattle, Washington; Southern Region in Atlanta, Georgia; and Western-Pacific Region in Los Angeles, California). In these capacities, I served as the FAA Administrator's senior, executive representative for each of the agency's lines-of-business (Airports, Air Traffic, Aviation Safety/Regulation, Security/Hazardous Materials, Government/Industry Affairs, Legal and Human Relations).

Before taking my first assignment as FAA's Northwest-Mountain Regional Administrator, I served as FAA Executive Director of the Agency's Division of Airport Planning and Programming (APP-1), responsible for the nationwide management of the annual \$6.2 billion Airport Improvement Program (AIP), Passenger Facility Charges (PFC), Letters of Intent (LOI) and the Military Airports Program (MAP). My duties included technical and fiscal policy development and compliance, allocation, and management of federal grant funds, as well as project oversight and close-out auditing. As a result, I am very familiar with how airports plan for, develop and provide both aeronautical and non-aeronautical services throughout the nation.

Other FAA executive positions included Director of the Flight Service Station (FSS) Program Office and Director of the FAA Air Traffic Organization's (ATO) Airspace Services Division.

As the FAA FSS Program Director, I managed the nation's largest A-76 transition (outsourcing of the FAA's FSS to private contractor – Lockheed Martin) and FAA's FSS operations in the State of Alaska.

As Director of the FAA ATO's Airspace Services Division, I led the transition from ground-based air traffic procedures to satellite-based technologies. This included establishment of Performance-Based Navigation (PBN) procedures, environmental analysis, and community outreach/engagement. Also included was the development and implementation of PBN procedures at 21 of the nation's busiest metropolitan areas – known as Metroplexes. Additionally, Airspace Services carried out obstruction evaluations (OE) related to wind turbines, solar farms, broadcast towers and building structures which could be deemed hazards to air navigation, managed the ATO's environmental policy and served as its

focal point-of-contact for Unmanned Aircraft Systems (UAS) policy and all ATO-related federal rulemaking.

Prior to working at the FAA, I served as Deputy Executive Director (DED) for the Louisville, Kentucky Regional Airport Authority (LRAA), overseeing airport operations, property and real estate development, airport planning and engineering, aircraft rescue and firefighting certification (ARFF-FAR Part 139). Tasks specifically included general aviation, commercial air carriers, Kentucky Air National Guard, and United Parcel Service tenant relations. As DED, I served as the Authority's technical point-of-contact with all local, state and federal agencies, including the US Congress and FAA on matters involving both the LRAA's commercial-service airport (Louisville Mohammed Ali International Airport) and its general-aviation, reliever airport (Bowman Field).

From 1998 to 2001, I was the Executive Vice-President of Government and Technical Affairs for the Aircraft Owners and Pilots Association (AOPA), serving as an advocate with both domestic and international regulators on aircraft/airmen certification, airport policy and member engagement. In this position, I managed the Association's regional representatives as well as the all-volunteer Airport Support Network (ASN) cadre – both who focused on the preservation of public airport facilities.

Prior to joining AOPA, I held regional and state government positions at the Denver Regional Council of Governments (DRCOG) and the State of Colorado Department of Transportation-Division of Aeronautics. As the DRCOG regional aviation expert, I interacted with the region's 42-member local governments on the planning/development of the new Denver International Airport plus developed the region's first Regional Aviation System Plan and the Denver Heliport System Plan.

As the first Executive Director for the Colorado Division of Aeronautics, I advised and carried out the directives of the Colorado Aeronautics Board to analysis, develop and maintain the State's system of 92 public-use airports.

I began my aviation career in the Midwest with consulting engineering firms performing airport master plans, statewide/regional aviation system plans, airport planning/design/construction projects and serving as a company corporate pilot.

I am an instrument-rated, commercial pilot with a bachelor of science degree in aviation management and a master's degree in aviation safety from Central Missouri State University. As a member of the federal Senior Executive Service (SES), I held a top-secret clearance. I now reside in Chevy Chase, Maryland with my wife of 48 years.

PROJECT-SPECIFIC EXPERTISE

Federal Sector:

FAA Office of Airports: Executive Director – Airport Planning and Programming Division (APP-1)

- Managed FAA’s Airport Improvement Program, Passenger Facility Charges, Airport Capital Improvement Program (ACIP) and Military Airports Program (MAP).
- Co-Lead, with the US Department of Transportation, the Small Community Air Service Development Grant Program. Provided technical support and data analysis on Essential Air Service (EAS) designations to Congressional and USDOT leadership.
- Supported Regional Airports’ Divisions and local Airport District Offices with the formulation and implementation of annual ACIP budget and grant allocations. Specific to Mammoth Lakes, these interactions included Mr. Mark McClardy, Manager-FAA Western Pacific Region Airports Division (AWP-600), Ms. Faviola Garcia, Deputy Airports Division Director, Mr. Brian Armstrong, Manager-Western Pacific Airports Compliance & Standards, Ms. Laurie Suttmeier, Manager-Western Pacific Airport Planning & Programming and Ms. Amy Choi, Manager-FAA San Francisco Airports District Office (encompassing Mammoth-Yosemite Airport).

FAA Regional Administrator: Northwest Mountain Region, Seattle, WA

- As the senior executive representative for the FAA Administrator, my responsibilities included all congressional and inter/intra-agency communications within my 7-state region. This included engaging with the US Department of the Interior, US Forest Service and the FAA’s Air Traffic Organization on matters related to the *National Interagency Fire Center* at the Boise, ID airport and the establishment of temporary air traffic control facilities across the region during firefighting operations.
- Prior to establishment of Alaska-Horizon Airlines’ commercial air service into Mammoth Lakes, it was my responsibility to evaluate and approve the Agency’s Record of Decision on granting a commercial air service certificate to Horizon Airlines. This is due to fact Horizon Airlines is based and certificated in Portland, Oregon – part of the FAA’s NW Mountain Region.

FAA Regional Administrator: Western Pacific Region, Los Angeles, CA

- As the primary executive representative for the FAA Administrator, my responsibilities included regular interface with all FAA lines-of-business, including the Office of Airports both at the Regional and District levels. Additionally, I worked with the region’s Airport compliance/standards teams, led by Mr. Brian Armstrong, specifically on airport usage by US DOD, USFS and contract firefighting teams at both Napa and Sonoma County airports.
- Maintained close contact with local, state and national political leaders on the prioritization, development and financial assistance for the Region’s public-use airports. This included regular engagement with CALTRANS and the CA Division of Aeronautics.

State Sector:

Colorado DOT - Division of Aeronautics, Executive Director

- As founding Director of the Division, developed and maintained the Colorado State Aviation System Plan covering 92 public-use airports.
- Developed the Colorado Part 139 Live Fire Training Academy with the USAF at Peterson AFB, CO. Procured 2 ARFF vehicles which, when not used for training, were available for deployment to Colorado’s ski-country, commercial-service airports.
- Developed a surplus equipment program between Colorado DOT-Highway Division and public-use airports statewide.

- Provided financial and technical support to the Eagle County and Lake County (Leadville) Airports for the development of helicopter landing areas used for both military and civil high-altitude helicopter training and manufacturing/operational research.
- Developed public and special air traffic arrival/departure procedures at Colorado Ski Country airports with the aim to enhance safety and provide greater operational reliability.
- Worked closely with Colorado Ski Country USA and area Chambers of Commerce on promoting aviation's value to Colorado's year-round tourism industry.

Regional Government Sector:

Denver Regional Council of Governments (DRCOG), Director-Regional Aviation Planning

- As Director, I oversaw the development and implementation of the Region's Aviation and Heliport System Plans.
- Working with 42 units of local government, I coordinated aviation facility requirements, mitigation of environmental impacts, surface transportation interfaces and land use compatibility relating to the siting and development of the Denver International Airport.
- With the FAA and Federal Highway Administration (FHWA), I integrated aviation capital improvement needs into the region's Transportation Improvement Program (TIP).

Local Government Sector:

Louisville Regional Airport Authority, Louisville, KY – Deputy Executive Director

- I was responsible for the planning and development of both the Louisville International Airport and the Authority's general aviation airport – Bowman Field.
- I served as the principal point-of-contact with the FAA, United Parcel Service Air Group (chief airport tenant), commercial/general aviation users and the KY Air National Guard.
- Oversaw the airport's operations, engineering and planning groups – including the airport's P-139 ARFF team. Secured and managed the funding, design and construction of a state-of-the-art ARFF building.
- In conjunction with the FAA, Boeing, MIT-Lincoln Labs, MITRE Corp. and UPS, developed noise-abatement procedures for aircraft arrivals which are now the international standard for Continuous Descent Approaches (now referred to as Optimized Profile Descents).

Private Sector:

- Principal planner on multiple airport master plans, regional/state aviation system plans and noise compatibility projects with national airport A/E consultants (2).

Not-For-Profit Association Sector:

Aircraft Owners and Pilots Association (AOPA) – Frederick, MD – Executive Vice-President

- Primarily responsible for the Government and Technical Affairs Division. Represented members on all technical and regulatory matters with the FAA and international regulators.
- Managed the association's 9 regional representative.
- Established and managed AOPA's Airport Support Network (ASN) cadre of volunteers whose purpose is to be the "eyes and ears" for the organization and help preserve general aviation airports across the US.



Town Council of Mammoth Lakes

Minutes of Regular Meeting

November 6, 2024, 3:00 p.m.

437 Old Mammoth Road, Suite Z, Mammoth Lakes

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

Members Absent: Councilmember Sarah Rea

1. **RIBBON CUTTING CEREMONY**

The Town Council participated in the ribbon cutting ceremony for the new dog park.

2. **CALL TO ORDER AND ROLL CALL**

The Mayor called the meeting to order at 4:02 p.m. in the Council Chamber, 437 Old Mammoth Road, Suite Z, Mammoth Lakes.

3. **PLEDGE OF ALLEGIANCE**

John Urdi led the flag salute.

4. **PUBLIC COMMENTS**

Betsy Truax, VP of Community Engagement for Mammoth Lakes Tourism (MLT), gave an update regarding the special events funding application period.

Richard Lawson, Patriot Long Haul Towing, said that he wanted to lease a portion of the Town's storage lot to have an impound/storage lot.

5. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

6. COUNCIL PRESENTATIONS

6.1 Recognition of Maintenance Superintendent Warren Boling for twenty years of service.

Parks and Recreation Director Stuart Brown thanked Mr. Boling for his years of service. Mayor Sauser presented Mr. Boling with a certificate of appreciation.

6.2 Recognition of Equipment Mechanic Lead Worker Luis Cepeda for twenty years of service.

Fleet Superintendent Lon Adams thanked Mr. Cepeda for his years of service. Mayor Sauser presented Mr. Cepeda with a certificate of appreciation.

7. INTRODUCTIONS

7.1 Introduce Riley Griesenbeck as the recently promoted Facilities and Asset Manager.

Public Works Director Haislip Hayes introduced Mr. Griesenbeck to the Council and the community.

7.2 Introduce Shaun Troy as the recently promoted Finance Analyst & Technology Coordinator.

Town Manager Rob Patterson introduced Mr. Troy to the Council and the community.

7.3 Introduce new Sustainability Coordinator Anthony Ottati.

Assistant to the Town Manager Pam Kobylarz introduced Mr. Ottati to the Council and the community.

8. PUBLIC PRESENTATIONS

8.1 Mammoth Lakes Chamber of Commerce Program Overview presented by Brianna Goico, President & CEO of the Mammoth Lakes Chamber of Commerce.

Brianna Goico, Mammoth Lakes Chamber of Commerce President and CEO, Marcy Castro, Mammoth Lakes Chamber of Commerce

Membership Manager, and Gina van Hest, Mammoth Lakes Chamber of Commerce Communications Manager, gave a presentation regarding the Mammoth Lakes Chamber of Commerce Program Overview. There was discussion among members of Council and Ms. Goico.

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

Deputy Airport Manager Sierra Waugh gave an update regarding current activities at the Airport. There was discussion among members of Council and staff.

Town Manager Rob Patterson reported on the update to the Local Hazard Mitigation Plan.

9.1 November 2024 Public Works Engineering CIP Update.

9.2 November 2024 Office of Outdoor Recreation Update.

9.3 Did you Know? Defensible Space.

9.4 Did you Know? Housing.

Councilmember Wentworth requested that the Housing Now! Programs note the source of their funding.

10. CONSENT AGENDA

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

Approve the Consent Agenda.

For (4): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Amanda Rice, and Councilmember John Wentworth

Absent (1): Councilmember Sarah Rea

Carried (4 to 0)

10.1 Approve the minutes of the regular meeting of October 2, 2024.

10.2 Accept the Project Closeout Report for Facilities Exterior Painting Project FAC 24-001.

10.3 Accept the Project Closeout Report for the 2024 Slurry Seal Project.

10.4 Approve and adopt Side Letter 01-2024 between the Town of Mammoth Lakes (“Town”) and the Mammoth Lakes Police Officers’ Association (“MLPOA”).

10.5 Accept Check Register 10/10/24 in the amount of \$524,046.13. Accept Check Register 10/16/24 in the amount of \$1,555,965.41. Accept Check Register 10/18/24 in the amount of \$6,000.00.

11. POLICY MATTERS

11.1 Authorize the Town Manager to sign a collection agreement with the Inyo National Forest for \$70,000.

Office of Outdoor Recreation Manager Lawson Reif outlined the information in the staff report. There was discussion among members of Council and staff.

Moved by Councilmember John Wentworth
Seconded by Councilmember Amanda Rice

Authorize the Town Manager to sign a 5-year Collection Agreement with the Inyo National Forest, pending final review from the Town Attorney.

For (4): Mayor Bill Sauser, Mayor Pro Tem Chris Bubser, Councilmember Amanda Rice, and Councilmember John Wentworth

Absent (1): Councilmember Sarah Rea

Carried (4 to 0)

11.2 2025 Town Council Strategic Planning Series introduction and review of public comments received from the Town’s 40th Anniversary Visioning Exercise.

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

12. COUNCILMEMBER REPORTS

Councilmember Wentworth attended the California Forward Economic Summit in Sacramento, the California Wildfire Task Force in Tahoe, the Eastern Sierra Council of Governments Board meeting, the Governor's Office Land Use and Climate Initiative Department meeting, the Great Basin Unified Air Pollution Control District Board meeting, the virtual workshop for Climate Assessment for the State of California, and the Mammoth Lakes Tourism Board meeting.

Councilmember Rice attended the Eastern Sierra Community Housing Board meetings and the Local Agency Formation Commission meeting.

Mayor Pro Tem Bubser attended the Local Transportation Commission meeting and the Eastern Sierra Transit Authority Board meeting. She noted that the Town had joined Civic Well. Mayor Pro Tem Bubser reported on the low voter turnout and encouraged members of the public to vote.

Mayor Sauser attended the League of California Cities annual conference in Sacramento and the Local Hazard Mitigation Plan meeting.

13. ADJOURNMENT

The Council adjourned the meeting at 5:42 p.m.

Jamie Gray, Town Clerk

TOWN COUNCIL STAFF REPORT

Title: Award Landscape Maintenance Contract to Gray's Grasshopper.

Meeting Date: November 20, 2024

Prepared by: Riley Griesenbeck, Facilities and Asset Manager
Amy Callanan, Engineering Manager
Shaun Troy, Finance Analyst & Technology Coordinator

RECOMMENDATION:

Staff recommends Town Council:

- Approve the Project Scope.
- Award the maintenance contract to the lowest responsive bidder, Gray's Grasshopper, Inc. for an amount not to exceed \$75,000 per year.
- Authorize the Town Manager to execute the maintenance contract.
- Authorize the Public Works Director to review and approve minor changes to the contract.
- Authorize the Public Works Director to accept the work performed as part of this project.

BACKGROUND:

In the summer of 2024, installation of new irrigation systems and landscaping was completed at the Parcel, Mammoth Creek Park, and along both sides of Main St/Hwy 203. These systems and landscaping are all located either within public right-of-way or on Town-owned land, and include five backflow prevention devices, three along Main St/Hwy 203 and one each at the Parcel and Mammoth Creek Park, their associated irrigation systems, and various plantings.

Because Town Parks Maintenance staff do not currently have staffing or equipment capacity to provide the necessary maintenance and attention to keep these new landscape systems in a pristine working condition, and because these types of services are more efficiently performed by consistent and experienced personnel, Town staff advertised a bid for a landscape maintenance contract to provide the various work components. The contract would be administered in a similar fashion to the Town's snow removal contracts, which are generally billed at hourly rates for work performed with a not-to-exceed amount per fiscal year.

Maintenance Contract Scope Items:

- **Spring irrigation system pressurization and clean-up:** this work will commence after the last forecasted hard freeze, after snow has melted off the

landscaped areas, and includes re-installation of backflow prevention devices and their certification, pressurization and inspection of the irrigation systems, clean-up of trash and debris, and inspection of landscaping components for health and viability. This work will be billed on a lump sum basis once per year.

- **Fall winterization:** this work will commence prior to the first forecasted hard freeze of the season and includes wrapping of trees and shrubs, clean-up of trash and debris, blowing out of irrigation systems, and removal of backflow prevention devices. This work will be billed on a lump sum basis once per year.
- **Weekly maintenance:** this work will occur on a weekly basis and includes inspection of the five irrigation systems for their proper functioning, weeding and clean-up of trash and debris. This work will be billed on a lump sum basis once per week throughout the summer season.
- **Mowing at Mammoth Creek Park:** this work will occur on a weekly basis throughout the summer and includes mowing the sod at Mammoth Creek Park, as well as three fertilizations per summer season. This work will be billed on a lump sum basis once per week throughout the summer season.
- **Irrigation repairs:** this work will occur on an as-needed basis and will be billed on an hourly basis for one irrigation repair lead and an assistant to perform necessary repairs to the various irrigation systems. Contractor will be reimbursed for materials costs separately.
- **Removal and replacement of landscape materials:** this work will occur on an as-needed basis and only at the direction of Town staff and includes the removal and replacement of various landscaping materials, including cobble rip rap, mulch, topsoil, and plantings. This work will be billed on an hourly basis for labor and Contractor will be reimbursed for materials costs.

ANALYSIS:

Staff solicited bids for the maintenance contract beginning September 27, 2024. Bids were publicly opened on Friday, October 25, 2024 at 3:00 PM. One (1) bid was received from Gray's Grasshopper, Inc. with pricing broken down as follows:

	Estimated Quantity per Season	Unit of Measure	Unit Cost	Total
Spring Clean Up and Irrigation Pressurization	1	LS	\$9,318.00	\$9,318.00
Fall Clean Up and Winterization	1	LS	\$12,424.00	\$12,424.00
Weekly Maintenance	23	LS	\$1,553.00	\$35,719.00
Irrigation Repairs	25	HR	\$108.88	\$2,722.00
Remove and Replace Landscape Materials	25	HR	\$86.25	\$2,156.25
Mowing	23	LS	\$338.05	\$7,775.15
			Total	\$70,114.40

The not-to-exceed amount of this contract, \$75,000, provides for the reimbursement, to the Contractor, for a small number of irrigation parts and landscaping materials at a rate of invoice cost of materials plus an additional fifteen percent (15%) for profit and overhead.

FINANCIAL CONSIDERATIONS:

This project will be funded in the budget adjustment agenda item being presented to Town Council for approval on November 20, 2024. The landscape maintenance project will be accounted for in Department 458 (Parking and Streetscapes) of Fund 210. Future Town Council approved budgets will include an increase to fund 458 to continue this work.

ENVIRONMENTAL CONSIDERATIONS:

The project is categorically exempt from CEQA under California Code of Regulations Section 15304.b. Minor Alterations to Land.

In addition, Town Staff will continue to work closely with the Community and Economic Development Department Planning Division and Mammoth Community Water District (MCWD) to ensure that all plantings and irrigation systems comply with the Town’s Water Efficient Landscaping Ordinance (WELO) and all current and projected water use restrictions.

Mammoth Lakes Town Council Agenda Action Sheet

Title: Approve and adopt Side Letter 02-2024 between the Town of Mammoth Lakes (“Town”) and the Mammoth Lakes Police Officers’ Association (“MLPOA”).

Council Meeting Date: 11/20/2024

Prepared by: Amanda Pelham, Human Resources Manager

Recommended Motion: Approve and adopt Side Letter 02-2024 between the Town and the MLPOA, establishing modification to the of the terms and conditions set forth in the Memorandum of Understanding (“MOU”), and Side Letter 03-2023 between the Town and the MLPOA, as it pertains to Article 15. Special Assignment Pay for the Police Corporal position.

Summary: The Town recognizes the bargaining unit MLPOA, has bargained in good faith, and entered a MOU dated July 1, 2022 through June 30, 2025, as well as Side Letter 03-2023 effective September 6, 2023.

Town management have met and conferred in good faith with the MLPOA to address Special Assignment Pay appointments for the Police Corporal position represented by the MLPOA. Employees in the Police Corporal position shall remain ineligible to work in the classification of Officer-In-Charge (“OIC”) per Section 15.1 in the MLPOA MOU. Following approval and adoption from Town Council, employees in the Police Corporal position shall be eligible for special assignments outside of patrol, including the position(s) of Detective and School Resource Officer (“SRO”) as outlined in Section 15.2 of the MLPOA MOU. Employees in the Police Corporal position remain eligible for Field Training Officer (“FTO”), Sexual Assault Response Team (“SART”), and Special Enforcement Detail (“SED”) assignments as outlined in Article 15. Special Assignment Pay. Both parties have met and conferred in good faith and agreed to amend the current MLPOA MOU and Side Letter 03-2023 to include the conditions set forth in Side Letter 02-2024.

Side Letter 02-2024 between the Town and the MLPOA shall be effective November 25, 2024, following approval and adoption. Except as modified in Side Letter 02-2024, the terms and conditions of the MLPOA MOU shall remain in effect through June 30, 2025.

SIDE LETTER NO. 02-2024
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF MAMMOTH LAKES
AND
THE MAMMOTH LAKES POLICE OFFICERS' ASSOCIATION

The Town of Mammoth Lakes ("Town") and the Mammoth Lakes Police Officers' Association ("MLPOA") hereby agree to modification of the terms and conditions set forth in the Memorandum of Understanding ("MOU"), dated July 1, 2022 through June, 30, 2025, and Side Letter 03-2023 effective September 6, 2023 between the Town and the MLPOA, as it pertains to Article 15. Special Assignment Pay as follows:

1. Article 15. of the MLPOA MOU outlines special assignments for employees selected and assigned to detail in the positions of Officer-In-Charge ("OIC"), Field Training Officer ("FTO"), Detective, School Resource Officer ("SRO"), Sexual Assault Response Team ("SART"), and Special Enforcement Detail ("SED").
2. Section 4. of Side Letter 03-2023 between the Town and the MLPOA states that employees in the classification of Police Corporal shall not be eligible for any special assignments outside of patrol. Section 4. of Side Letter 03-2023 continues to outline special assignments not eligible for employees in the position of Police Corporal, including "section 15.1 "Officer In Charge", section 15.2 "School Resources Officer", and a Detective position, should one become available." Section 4. of Side Letter 03-2023 further states a "Police Corporal would still be eligible for section 15.3 "Sexual Assault Response Team" (SART) and "Special Enforcement Detail" (SED) assignments and corresponding pay adjustments."
3. The MLPOA and Town management have met and conferred in good faith to discuss the proposed modifications to Article 15 to address Special Assignment Pay appointments for the Police Corporal position represented by the MLPOA.
4. Employees in the Police Corporal position shall remain ineligible to work in the classification of Officer-In-Charge ("OIC") per Section 15.1 of the MLPOA MOU.
5. Employees in the Police Corporal position shall be eligible for special assignments outside of patrol, including the position(s) of Detective and School Resource Officer ("SRO") as outlined in Section 15.2 of the MLPOA MOU.
6. Employees in the Police Corporal position remain eligible for Field Training Officer ("FTO"), Sexual Assault Response Team ("SART"), and Special Enforcement

Detail (“SED”) assignments as outlined in Article 15. Special Assignment Pay.

7. The MLPOA and Town management have reached a tentative agreement to modify the terms and conditions of Article 15 as outlined in this Side Letter.

8. The amended terms and conditions of the MLPOA MOU and Side Letter 03-2023 will be effective as of November 25, 2024.

9. Except as modified above, the terms and conditions of the MLPOA MOU shall remain in effect through June 30, 2025.

[SIGNATURES ON FOLLOWING PAGE]

TOWN OF MAMMOTH LAKES:

**MAMMOTH LAKES POLICE
OFFICERS' ASSOCIATION:**

**Robert Patterson
Town Manager**

**Amanda Muir
Mammoth Lakes Police Officers'
Association Representative**

Date: _____

Date: _____

**Christopher Hoodman
Mammoth Lakes Police Officers'
Association Representative**

Date: _____

Mammoth Lakes Town Council Agenda Action Sheet

Title: Approve Letter from Town of Mammoth Lakes in Support of Office of Personnel Management (OPM) – Federal Wage System, Change in Criteria for Defining Appropriated Federal Wage System Wage Areas.

Council Meeting Date: 11/20/2024

Prepared by: Lawson Reif, Office of Outdoor Recreation Manager
Pam Kobylarz, Assistant to the Town Manager

Recommended Motion: Approve Letter from Town of Mammoth Lakes in Support of Office of Personnel Management (OPM) – Federal Wage System, Change in Criteria for Defining Appropriated Federal Wage System Wage Areas.

Summary:

The Town staff has been working to support our partners at the Inyo National Forest with a locality pay issue for the past year. The OPM conducts an annual review of the pay to determine if a special pay classification is warranted. Currently both Inyo and Mono county areas are not considered a special classification because of the number of employees and the distance from major metropolitan areas where wage issues can be more prevalent.

The cost of living in our region is a major issue that we are trying to address. While it does not fit the metric assigned by the OPM, the issue is impacting the ability for the Inyo to attract and retain employees. The challenges felt by the Inyo can have a direct impact on the Town and our visitor experience.

Supporting agencies include Inyo County, Mono County and Mountain Warfare Training Facility and Congressman Kiley's office.



Town of Mammoth Lakes

P.O. Box 1609, Mammoth Lakes, CA, 93546

(760) 965-3600

www.townofmammothlakes.ca.gov

November 20, 2024

Office of Personnel Management

Submitted via Federal Rulemaking Portal <http://www.regulations.gov>

Docket ID OPM-2024-0016

RIN 3206-A069

RE: Town of Mammoth Lakes Support for *Prevailing Rate Systems; Change in Criteria for Defining Appropriated Fund Federal Wage System Wage Areas.*

To Whom it May Concern:

Thank you for the opportunity to comment on the proposed rule “*Prevailing Rate Systems; Change in Criteria for Defining Appropriated Fund Federal Wage System Wage Areas.*” The Town of Mammoth Lakes **supports the inclusion of the whole of Inyo and Mono Counties in the Los Angeles Survey Area, Area of Application.** The economy of Mammoth Lakes, as well as that of surrounding Mono and Inyo Counties, are closely tied to Los Angeles and prices of key goods in Inyo and Mono counties closely reflect the prices of goods in Los Angeles in Southern California.

The Office of Personnel Management (OPM) rule as currently classifies Inyo and Mono Counties into three different sections, that don’t accurately reflect the cost of living in our area. From a cost-of-living perspective, Mammoth Lakes, Mono and Inyo Counties, all have closer ties to the Los Angeles area and a higher cost of living, and should be included in the Los Angeles Survey Area, Area of Application.

The Town of Mammoth Lakes, the only incorporated town in Mono County, is surrounded by the Inyo National Forest. Our economy is highly tourism-dependent, in large part due to the recreational opportunities on the public lands surrounding us. Our partnerships with the Inyo National Forest are invaluable, and our staff struggle with staffing shortages and turnover.

The high cost of living with low locality pay adjustments in Inyo and Mono Counties is having significant impacts on workers, including federal workers. The Inyo National Forest estimates that about 50% of prospective employees decline job offers due to lack of a locality pay and about 70% of employees who leave their jobs with the agency do so because of the lack of sufficient locality pay. This high rate of turnover is detrimental to the delivery of high-quality natural resource management and a robust visitor and outdoor recreation experience, which the American public has come to expect from our national forests. Fire management and wildfire response is one of the most important programs for the Inyo National Forest, protecting communities, sensitive wildlife habitat, cultural resources, and other ecosystem services such as critical water supply for urban areas like Los Angeles from the effects of catastrophic wildfire. Yet the Inyo carries one of the

highest vacancy rates (about 40%) for firefighters among forests in the entire state of California due to the lack of a locality pay and high cost of living.

Other local government and quasi-governmental agencies such as city government, county government, state government, the Los Angeles Department of Water and Power, and Southern California Edison, who have jobs that require similar levels of skill and expertise as jobs with the Forest Service, pay much higher wages than any jobs with the U.S. Government, oftentimes up to 50-75% higher. The result is that local federal agencies are losing qualified employees to other employers in the area who have taken into account the extremely high cost of living in the area and set their wages to ensure their employees can afford to live in the area, raising families and contributing to the organizations in the long term.

Attracting a diverse and skilled workforce into the future is critical to the success of the missions of these locally based federal jurisdictions. As a partner agency, we depend heavily on a strong and stable workforce such that our joint missions can effectively be carried out. As a region that is so directly connected to the important value of public land, losing skilled workers creates a unique threat to land management and protection – not to mention the local economy. Ultimately, Inyo County sees locality pay as a critical component to sustain the health, diversity, and access to one of the nation's most important assets – our public land system.

Thank you for the opportunity to comment on this proposed rule. We strongly encourage the OPM to consider all of Inyo County a part of the Los Angeles Survey Area, Area of Application, and provide a realistic locality pay adjustment to federal workers in our area.

Sincerely,

Bill Sauser
Mayor

Report Criteria:

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

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
A T & T								
10/30/2024	111960	09/24-1311	1447	A T & T	210-450-43404	09/24-PWM	36.33	10/24
10/30/2024	111960	09/24-2422	1447	A T & T	210-450-43404	09/24-PWM	.66	10/24
10/30/2024	111960	09/24-2490	1447	A T & T	100-420-43404	09/24-PD	91.18	10/24
10/30/2024	111960	09/24-8983	1447	A T & T	100-416-43404	09/24-TOWN	20.98	10/24
Total A T & T:							149.15	
ADLERHORST INTL, LLC								
10/30/2024	111961	122086	19447	ADLERHORST INTL, LL	100-420-43110	CERTIFICATION	450.00	10/24
Total ADLERHORST INTL, LLC:							450.00	
ALEX PRINTING								
10/30/2024	111962	57467	2976	ALEX PRINTING	100-420-43120	BUSINESS CARDS	73.08	10/24
10/30/2024	111962	57536	2976	ALEX PRINTING	100-416-42002	BUSINESS CARDS	304.50	10/24
Total ALEX PRINTING:							377.58	
AMAZON CAPITAL SERVICES								
10/30/2024	111963	1NKF-YVVM-D	19234	AMAZON CAPITAL SER	100-420-42002	OFFICE SUPPLIES	25.63	10/24
Total AMAZON CAPITAL SERVICES:							25.63	
AMERIGAS								
10/30/2024	111964	3168867102	6982	AMERIGAS	100-416-43404	09/24-TOWN (Z)	17.45	10/24
10/30/2024	111964	3168867107	6982	AMERIGAS	100-416-43404	09/24-TOWN (R)	13.22	10/24
10/30/2024	111964	3168867110	6982	AMERIGAS	100-416-43404	09/24-TOWN (S1)	13.22	10/24
10/30/2024	111964	3168867114	6982	AMERIGAS	100-416-43404	09/24-TOWN (T1)	54.70	10/24
10/30/2024	111964	3168867117	6982	AMERIGAS	100-416-43404	09/24-TOWN (U)	22.80	10/24
10/30/2024	111964	3168867119	6982	AMERIGAS	100-416-43404	09/24-TOWN (T)	13.22	10/24
10/30/2024	111964	3168867513	6982	AMERIGAS	100-420-43404	09/24-PD	344.30	10/24
10/30/2024	111964	3168872098/20	6982	AMERIGAS	100-475-43404	09/28-TRANSIT	13.22	10/24
10/30/2024	111964	3168872104/20	6982	AMERIGAS	210-450-43404	09/24-PWM	1,397.65	10/24
10/30/2024	111964	3168931392	6982	AMERIGAS	220-471-43404	09/24-TANK RENT	196.44	10/24
10/30/2024	111964	3169009080	6982	AMERIGAS	220-471-43404	09/24-HANGAR	13.27	10/24
10/30/2024	111964	3169019696	6982	AMERIGAS	858-436-43404	09/24-CRC	231.00	10/24
10/30/2024	111964	2569105	6982	AMERIGAS	100-464-43404	10/24-MERIDIAN CT I10	209.84	10/24
Total AMERIGAS:							2,540.33	
AP ARCHITECTS								
10/30/2024	111965	12262	19301	AP ARCHITECTS	300-531-43031	09/24-DESIGN WORK	25,600.00	10/24
Total AP ARCHITECTS:							25,600.00	
AT&T DOJ LINE								
10/30/2024	111966	000022390549	18336	AT&T DOJ LINE	100-420-43031	SEPTEMBER 2024	1,829.48	10/24
Total AT&T DOJ LINE:							1,829.48	
AT&T MOBILITY								
10/30/2024	111967	287292079320	8453	AT&T MOBILITY	100-416-43404	09/24-REC	40.74	10/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total AT&T MOBILITY:							40.74	
AVIATION INSIGHTS, LLC								
10/30/2024	10302410	20	19188	AVIATION INSIGHTS, L	220-471-43031	SEPT 2024	4,260.16	10/24
Total AVIATION INSIGHTS, LLC:							4,260.16	
BELLIS, RICHARD								
10/30/2024	111968	10162024	19739	BELLIS, RICHARD	100-420-43150	REIMBURSEMENT FO	150.86	10/24
Total BELLIS, RICHARD:							150.86	
BEST BEST & KRIEGER								
10/30/2024	10302410	1007716	33	BEST BEST & KRIEGE	100-412-43031	09/24-GENERAL	414.00	10/24
10/30/2024	10302410	1007717	33	BEST BEST & KRIEGE	300-531-43031	09/24-PWE CLAIMS & L	1,347.20	10/24
10/30/2024	10302410	1007718	33	BEST BEST & KRIEGE	100-412-43031	09/24-PERSONNEL	118.20	10/24
Total BEST BEST & KRIEGER:							1,879.40	
BIGWOOD OWNERS' ASSOC.								
10/30/2024	111969	OCT 2024 UNI	19470	BIGWOOD OWNERS' A	100-464-43404	10/24-MAJESTIC PINE	534.24	10/24
10/30/2024	111969	NOV 2024 UNI	19470	BIGWOOD OWNERS' A	100-464-43404	11/24-MAJESTIC PINES	833.67	10/24
Total BIGWOOD OWNERS' ASSOC.:							1,367.91	
BISHOP AUTOMOTIVE CENTER								
10/30/2024	10302410	1-GS7400	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	848.30	10/24
10/30/2024	10302410	1-74444	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,213.76	10/24
Total BISHOP AUTOMOTIVE CENTER:							2,062.06	
BISHOP GLASS, INC.								
10/30/2024	111970	66970	4543	BISHOP GLASS, INC.	910-000-13047	PARTS	314.19	10/24
Total BISHOP GLASS, INC.:							314.19	
BLACK POINT LLC								
10/30/2024	111971	92424-1	18912	BLACK POINT LLC	910-000-20010	SALES TAX	1,606.80	10/24
10/30/2024	111971	10124	18912	BLACK POINT LLC	910-000-13047	LIGHTBAR	570.00	10/24
Total BLACK POINT LLC:							2,176.80	
BLUEBIRD IMAGING								
10/30/2024	111972	6425	8182	BLUEBIRD IMAGING	300-531-43031	DOG PARK SIGNS	90.51	10/24
10/30/2024	111972	6462	8182	BLUEBIRD IMAGING	300-531-43031	BLUEPRINTS	1,512.81	10/24
Total BLUEBIRD IMAGING:							1,603.32	
BRANDLEY ENGINEERING, INC.								
10/30/2024	10302410	11236	3443	BRANDLEY ENGINEER	220-531-43031	09/24-SVCS	10,590.00	10/24
10/30/2024	10302410	11249	3443	BRANDLEY ENGINEER	220-471-43031	09/24-SVCS	1,080.00	10/24
10/30/2024	10302410	11235	3443	BRANDLEY ENGINEER	220-531-43031	SEPT 2024-PAVEMENT	23,250.00	10/24
Total BRANDLEY ENGINEERING, INC.:							34,920.00	
BUSWEST								
10/30/2024	111973	XA400094863:	7396	BUSWEST	910-000-13003	PARTS	336.72	10/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total BUSWEST:							336.72	
CAMARGO-AGUILOR, SERGIO								
10/30/2024	111974	10272024	19466	CAMARGO-AGUILOR,	210-450-42030	MEAL ALLOWANCE	23.00	10/24
Total CAMARGO-AGUILOR, SERGIO:							23.00	
CANON FINANCIAL SERVICES, INC								
10/30/2024	10302410	35817038	19353	CANON FINANCIAL SE	100-416-46010	OCT 2024	2,504.16	10/24
Total CANON FINANCIAL SERVICES, INC:							2,504.16	
CASELLE INC.								
10/30/2024	111975	136160	10806	CASELLE INC.	100-418-45050	NOV 2024	3,583.00	10/24
Total CASELLE INC.:							3,583.00	
CITIZENS BUSINESS BANK								
10/30/2024	111976	10/09/24	19738	CITIZENS BUSINESS B	300-531-43031	ESCROW 2816	66,193.36	10/24
Total CITIZENS BUSINESS BANK:							66,193.36	
COLANTUONO, HIGHSMITH & WHATLEY, PC								
10/30/2024	10302410	62343	18736	COLANTUONO, HIGHS	100-480-43031	09/24-MAIN ST TAXPAY	76.50	10/24
Total COLANTUONO, HIGHSMITH & WHATLEY, PC:							76.50	
CONSTRUCTION SPECIALTY, INC.								
10/30/2024	111977	19068	683	CONSTRUCTION SPE	910-000-13047	CS LOWBED SVCS	1,950.00	10/24
Total CONSTRUCTION SPECIALTY, INC.:							1,950.00	
CVH NETWORKS								
10/30/2024	111978	1008	19750	CVH NETWORKS	100-420-42030	NETCLOUD MOBIL ES	4,956.50	10/24
Total CVH NETWORKS:							4,956.50	
DEPT OF JUSTICE								
10/30/2024	111979	766497	1775	DEPT OF JUSTICE	100-420-43156	09/24-FINGERPRINTS	782.00	10/24
10/30/2024	111979	766585	1775	DEPT OF JUSTICE	100-417-43140	09/24-FINGERPRINTS	128.00	10/24
Total DEPT OF JUSTICE:							910.00	
DESIGNS UNLIMITED SCREEN PRINTS								
10/30/2024	111980	919440	63	DESIGNS UNLIMITED	100-413-42030	EMBROIDERY	20.00	10/24
Total DESIGNS UNLIMITED SCREEN PRINTS:							20.00	
DIMAS, JESUS								
10/30/2024	111981	10/13/24	18507	DIMAS, JESUS	210-450-42030	MEAL ALLOWANCE	115.00	10/24
10/30/2024	111981	10272024	18507	DIMAS, JESUS	210-450-42030	MEAL ALLOWANCE	115.00	10/24
Total DIMAS, JESUS:							230.00	
DIY HOME CENTER								
10/30/2024	111982	138735	5476	DIY HOME CENTER	210-450-42007	MAINT SUPPLIES	4.44	10/24
10/30/2024	111982	142465	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	5.61	10/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
10/30/2024	111982	142731	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	4.63	10/24
10/30/2024	111982	142945	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	89.12	10/24
10/30/2024	111982	143109	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	3.54	10/24
10/30/2024	111982	143283	5476	DIY HOME CENTER	100-438-42007	DOG PARK	16.46	10/24
10/30/2024	111982	143389	5476	DIY HOME CENTER	210-450-42022	MAINT SUPPLIES	9.57	10/24
10/30/2024	111982	143424	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	53.79	10/24
10/30/2024	111982	143442	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	71.73	10/24
10/30/2024	111982	143445	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	94.01	10/24
10/30/2024	111982	143474	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	6.78	10/24
10/30/2024	111982	143518	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	83.60	10/24
10/30/2024	111982	143567	5476	DIY HOME CENTER	858-436-42007	MAINT SUPPLIES	19.35	10/24
10/30/2024	111982	143666	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	9.68	10/24
10/30/2024	111982	143785	5476	DIY HOME CENTER	858-436-45080	MAINT SUPPLIES	8.23	10/24
10/30/2024	111982	143793	5476	DIY HOME CENTER	210-450-42022	MAINT SUPPLIES	57.70	10/24
10/30/2024	111982	143875	5476	DIY HOME CENTER	210-450-42022	MAINT SUPPLIES	16.74	10/24
10/30/2024	111982	143899	5476	DIY HOME CENTER	210-450-42022	MAINT SUPPLIES	22.16	10/24
10/30/2024	111982	143933	5476	DIY HOME CENTER	220-471-42007	MAINT SUPPLIES	19.08	10/24
10/30/2024	111982	143938	5476	DIY HOME CENTER	210-450-42007	MAINT SUPPLIES	8.04	10/24
10/30/2024	111982	143975	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	9.69	10/24
10/30/2024	111982	143977	5476	DIY HOME CENTER	100-438-42007	MAINT SUPPLIES	9.69	10/24
10/30/2024	111982	144053	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	174.53	10/24
10/30/2024	111982	144410	5476	DIY HOME CENTER	210-450-42022	MAINT SUPPLIES	11.60	10/24
10/30/2024	111982	144521	5476	DIY HOME CENTER	210-456-42007	MAINT SUPPLIES	61.50	10/24
10/30/2024	111982	144577	5476	DIY HOME CENTER	100-464-43404	MAINT SUPPLIES	10.66	10/24
10/30/2024	111982	144808	5476	DIY HOME CENTER	858-436-45080	MAINT SUPPLIES	41.67	10/24
10/30/2024	111982	144840	5476	DIY HOME CENTER	858-436-45080	MAINT SUPPLIES	23.92	10/24
Total DIY HOME CENTER:							908.76	
DOGGIE WALK BAGS, INC								
10/30/2024	10302410	0115145-IN	7304	DOGGIE WALK BAGS, I	100-438-42007	DISPENSER/BAGS	1,633.32	10/24
Total DOGGIE WALK BAGS, INC:							1,633.32	
EASTERN SIERRA AUDIO BRIAN KNOWLES								
10/30/2024	111983	89	7164	EASTERN SIERRA AU	100-420-42030	EQUIPMENT RENTAL	280.00	10/24
Total EASTERN SIERRA AUDIO BRIAN KNOWLES:							280.00	
ECS IMAGING, INC								
10/30/2024	111984	19163	19154	ECS IMAGING, INC	100-418-45050	LF CLOUD CITY SITE L	16,222.50	10/24
Total ECS IMAGING, INC:							16,222.50	
ELBERT DISTRIBUTING								
10/30/2024	10302410	PI0057564	19208	ELBERT DISTRIBUTIN	910-000-13003	PARTS	145.59	10/24
Total ELBERT DISTRIBUTING:							145.59	
ELDRIDGE ELECTRIC & SON, INC.								
10/30/2024	111985	TOML 2408	6917	ELDRIDGE ELECTRIC	858-436-45080	09/24-SVCS ON CHILL	522.00	10/24
Total ELDRIDGE ELECTRIC & SON, INC.:							522.00	
EMANUELS JONES AND ASSOCIATES LLC								
10/30/2024	10302410	F24 10 07	19350	EMANUELS JONES AN	100-413-43031	LOBBYING FEES	3,350.00	10/24

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
Total EMANUELS JONES AND ASSOCIATES LLC:							3,350.00	
EMPIRE SOUTHWEST								
10/30/2024	111986	EMPS6535032	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	117.46	10/24
10/30/2024	111986	EMPS6556990	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	1,535.78	10/24
10/30/2024	111986	EMPS6570788	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	176.28	10/24
Total EMPIRE SOUTHWEST:							1,829.52	
ESTA								
10/30/2024	111987	241017-01	7884	ESTA	100-475-43031	JUL-SEP 2024 UTILITIE	959.89	10/24
Total ESTA:							959.89	
FEDERAL EXPRESS CORP								
10/30/2024	111988	8-640-98587	717	FEDERAL EXPRESS C	100-416-42005	SHIPPING CHARGES	23.60	10/24
Total FEDERAL EXPRESS CORP:							23.60	
FRONTIER BUILDING PRODUCTS PACIFIC INC.								
10/30/2024	111989	9-30-1052204	19736	FRONTIER BUILDING	100-464-43031	09/24-SVCS	319.00	10/24
Total FRONTIER BUILDING PRODUCTS PACIFIC INC.:							319.00	
FRONTIER COMMUNICATIONS								
10/30/2024	111990	09/24-7493	10869	FRONTIER COMMUNIC	100-416-43404	09/24-TOWN	78.10	10/24
10/30/2024	111990	09/24-3636	10869	FRONTIER COMMUNIC	100-420-43404	09/24-PD	289.53	10/24
Total FRONTIER COMMUNICATIONS:							367.63	
GARNICA, VICTOR								
10/30/2024	111991	10272024	18535	GARNICA, VICTOR	210-450-42030	MEAL ALLOWANCE	23.00	10/24
Total GARNICA, VICTOR:							23.00	
GRANITE CONSTRUCTION CO.								
10/30/2024	111992	2804206	6420	GRANITE CONSTRUCT	210-450-45228	COLD MIX	2,978.60	10/24
Total GRANITE CONSTRUCTION CO.:							2,978.60	
GRAY'S GRASSHOPPER INC.								
10/30/2024	10302410	14220	19659	GRAY'S GRASSHOPPE	210-457-43031	MAIN ST. SVCS	2,640.00	10/24
10/30/2024	10302410	14217	19659	GRAY'S GRASSHOPPE	210-457-43031	HOT BOX	2,250.00	10/24
Total GRAY'S GRASSHOPPER INC.:							4,890.00	
HANSEN, DANIEL								
10/30/2024	111993	11/18-21/2024	8373	HANSEN, DANIEL	100-420-43150	PER DIEM	212.00	10/24
Total HANSEN, DANIEL:							212.00	
HERC RENTALS								
10/30/2024	10302411	56366609-000	19759	HERC RENTALS	915-570-48200	BOOM S85XCH-2610	149,988.00	10/24
10/30/2024	10302411	56411165	19759	HERC RENTALS	915-570-48200	SCISSOR LIFT GS32P-	15,731.50	10/24
Total HERC RENTALS:							165,719.50	

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HIGH COUNTRY LUMBER								
10/30/2024	111994	66415	830	HIGH COUNTRY LUMB	215-511-42007	INVOICE BALANCE - S	9.68	10/24
10/30/2024	111994	68905	830	HIGH COUNTRY LUMB	100-464-43031	MAINT SUPPLIES	165.77	10/24
10/30/2024	111994	69016	830	HIGH COUNTRY LUMB	210-450-42022	CONCRETE MIX	24.21	10/24
10/30/2024	111994	69183	830	HIGH COUNTRY LUMB	210-450-42022	MAINT SUPPLIES	11.20	10/24
10/30/2024	111994	69186	830	HIGH COUNTRY LUMB	100-438-45080	MAINT SUPPLIES	48.48	10/24
10/30/2024	111994	69187	830	HIGH COUNTRY LUMB	210-450-42007	MAINT SUPPLIES	11.20	10/24
10/30/2024	111994	69271	830	HIGH COUNTRY LUMB	910-000-13003	MAINT SUPPLIES	50.62	10/24
10/30/2024	111994	69275	830	HIGH COUNTRY LUMB	100-438-42007	MAINT SUPPLIES	12.93	10/24
10/30/2024	111994	69318	830	HIGH COUNTRY LUMB	100-438-42007	MAINT SUPPLIES	28.08	10/24
10/30/2024	111994	69347	830	HIGH COUNTRY LUMB	210-450-42022	MAINT SUPPLIES	44.78	10/24
10/30/2024	111994	69600	830	HIGH COUNTRY LUMB	100-438-42007	MAINT SUPPLIES	12.91	10/24
10/30/2024	111994	69968	830	HIGH COUNTRY LUMB	220-471-42007	MAINT SUPPLIES	15.07	10/24
Total HIGH COUNTRY LUMBER:							434.93	
HOT CREEK AVIATION, LLC								
10/30/2024	111995	AUGUST 2024	6335	HOT CREEK AVIATION,	220-471-45010	HANGAR RENTAL	6,828.03	10/24
Total HOT CREEK AVIATION, LLC:							6,828.03	
JIM CHARLON FORD, INC.								
10/30/2024	111996	65507	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	231.81	10/24
10/30/2024	111996	65511	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	398.27	10/24
10/30/2024	111996	65581	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	48.63	10/24
10/30/2024	111996	65575	19138	JIM CHARLON FORD, I	910-000-13003	PARTS	439.87	10/24
Total JIM CHARLON FORD, INC.:							1,118.58	
JKAE ARCHITECTURE + INTERIORS + ENGINEER								
10/30/2024	111997	8792	19755	JKAE ARCHITECTURE	300-531-43031	OMR & MAIN ST LAND	2,447.50	10/24
Total JKAE ARCHITECTURE + INTERIORS + ENGINEER:							2,447.50	
JWH HOMES, INC.								
10/30/2024	111998	10252024	10388	JWH HOMES, INC.	900-515-42035	LANDSCAPING BOND	43,975.00	10/24
Total JWH HOMES, INC.:							43,975.00	
KEYSER MARSTON ASSOCIATES, INC.								
10/30/2024	111999	0039136	18530	KEYSER MARSTON AS	100-440-43031	SEPT 2024	6,552.50	10/24
Total KEYSER MARSTON ASSOCIATES, INC.:							6,552.50	
KIMBALL-MIDWEST								
10/30/2024	103024111	102670864	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	182.87	10/24
10/30/2024	103024111	102672902	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	366.95	10/24
10/30/2024	103024111	102686022	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	352.60	10/24
10/30/2024	103024111	102731879	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	6,294.97	10/24
10/30/2024	103024111	102733366	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	950.59	10/24
10/30/2024	103024111	102733397	4812	KIMBALL-MIDWEST	910-000-13003	PARTS	1,817.68	10/24
Total KIMBALL-MIDWEST:							9,965.66	
LINDE GAS & EQUIPMENT INC.								
10/30/2024	112000	45758800	19251	LINDE GAS & EQUIPM	210-455-43031	WIRE	377.99	10/24
10/30/2024	112000	45837175	19251	LINDE GAS & EQUIPM	220-471-43031	CYLINDER RENTAL	148.86	10/24

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Total LINDE GAS & EQUIPMENT INC.:							526.85	
LOCKWOOD LIGHTSCAPES								
10/30/2024	112001	024156	19718	LOCKWOOD LIGHTSC	300-531-43031	LIGHTING	20,194.50	10/24
Total LOCKWOOD LIGHTSCAPES:							20,194.50	
MAMMANO, JESSICA								
10/30/2024	112002	10162024	19756	MAMMANO, JESSICA	100-432-44330	TONY COLOSARDO 20	157.00	10/24
Total MAMMANO, JESSICA:							157.00	
MAMMOTH BUSINESS ESSENTIALS								
10/30/2024	112003	10982	18730	MAMMOTH BUSINESS	220-471-42005	SHIPPING CHGS	80.28	10/24
Total MAMMOTH BUSINESS ESSENTIALS:							80.28	
MAMMOTH LAKES CREATIVE								
10/30/2024	10302411	1482	18437	MAMMOTH LAKES CR	858-436-43031	GRAPHIC DESIGNS	2,483.30	10/24
Total MAMMOTH LAKES CREATIVE:							2,483.30	
MAMMOTH LAKES TOURISM								
10/30/2024	112004	2539	19417	MAMMOTH LAKES TO	100-480-44220	MLT TOURISM RESER	6,711.75	10/24
Total MAMMOTH LAKES TOURISM:							6,711.75	
MAMMOTH LAKES TRAILS AND PUBLIC ACCESS								
10/30/2024	10302411	054_09-2	7566	MAMMOTH LAKES TR	215-511-43031	MLTPA CONTRACT	25,000.00	10/24
10/30/2024	10302411	054_09-3	7566	MAMMOTH LAKES TR	215-511-43031	MLTPA CONTRACT	4,364.87	10/24
Total MAMMOTH LAKES TRAILS AND PUBLIC ACCESS:							29,364.87	
MAMMOTH SPA CREATIONS								
10/30/2024	112005	137748	19143	MAMMOTH SPA CREA	100-434-45080	MAINT SUPPLIES	219.75	10/24
Total MAMMOTH SPA CREATIONS:							219.75	
MANOR TRUE VALUE HARDWARE								
10/30/2024	112006	10152024	3558	MANOR TRUE VALUE	100-440-44500	WOODSTOVE PROGR	6,000.00	10/24
Total MANOR TRUE VALUE HARDWARE:							6,000.00	
MCMASTER-CARR SUPPLY COMPANY								
10/30/2024	112007	33815476	272	MCMASTER-CARR SU	910-000-13003	PARTS	134.36	10/24
Total MCMASTER-CARR SUPPLY COMPANY:							134.36	
MIKE'S CUSTOM FLOORING, INC.								
10/30/2024	112008	6399	19686	MIKE'S CUSTOM FLOO	100-464-43031	PD FLOORING	9,996.20	10/24
Total MIKE'S CUSTOM FLOORING, INC.:							9,996.20	
MIKULICICH, LAKOTA								
10/30/2024	112009	3MML	19749	MIKULICICH, LAKOTA	245-445-43035	LEASE TO LOCALS	1,000.00	10/24

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Total MIKULICICH, LAKOTA:							1,000.00	
MISSION LINEN SUPPLY, INC								
10/30/2024	112010	522481548	6482	MISSION LINEN SUPPL	910-000-13003	MAINT SUPPLIES	179.49	10/24
10/30/2024	112010	522487572	6482	MISSION LINEN SUPPL	210-455-42006	UNIFORM	171.50	10/24
10/30/2024	112010	522534707	6482	MISSION LINEN SUPPL	210-455-42006	UNIFORM	186.63	10/24
10/30/2024	112010	522579444	6482	MISSION LINEN SUPPL	210-455-42006	UNIFORMS	185.56	10/24
10/30/2024	112010	522580039	6482	MISSION LINEN SUPPL	100-420-42007	MAINT SUPPLIES	113.84	10/24
10/30/2024	112010	522585287	6482	MISSION LINEN SUPPL	858-436-42007	MAINT SUPPLIES	94.28	10/24
10/30/2024	112010	522608726	6482	MISSION LINEN SUPPL	210-450-43031	MAINT SUPPLIES	146.82	10/24
10/30/2024	112010	522623076	6482	MISSION LINEN SUPPL	210-455-42006	MAINT SUPPLIES	187.13	10/24
Total MISSION LINEN SUPPLY, INC:							1,265.25	
MMI CONSULTING LLC AND COVINGTON CONST.								
10/30/2024	10302411	PROGRESS P	19404	MMI CONSULTING LLC	300-531-43031	DESIGN BUILD 60 JOA	430,834.74	10/24
Total MMI CONSULTING LLC AND COVINGTON CONST.:							430,834.74	
MOLINA JANITORIAL SERVICE								
10/30/2024	112011	6945	8617	MOLINA JANITORIAL S	220-471-43031	SEPT 2024	1,250.26	10/24
Total MOLINA JANITORIAL SERVICE:							1,250.26	
MONO COUNTY TAX COLLECTOR								
10/30/2024	112012	033-301-091-0	511	MONO COUNTY TAX C	100-464-43420	MAJESTIC PINES 91	89.00	10/24
10/30/2024	112012	035-151-002-0	511	MONO COUNTY TAX C	100-464-43420	L'ABRI 2 SOLID WASTE	30.00	10/24
10/30/2024	112012	035-151-004-0	511	MONO COUNTY TAX C	100-464-43420	L'ABRI 4 SOLID WASTE	30.00	10/24
10/30/2024	112012	035-160-017-0	511	MONO COUNTY TAX C	100-464-43420	CHAPARRAL RD GRAY	59.00	10/24
10/30/2024	112012	035-180-012-0	511	MONO COUNTY TAX C	100-416-43031	TAVERN RD A3 PROPE	5,524.00	10/24
Total MONO COUNTY TAX COLLECTOR:							5,732.00	
MOUNTAIN SHADOWS HOMEOWNERS' ASSOC								
10/30/2024	112013	OCT 2024 D8	19168	MOUNTAIN SHADOWS	100-464-43404	10/24-MS17952 UNIT D	330.41	10/24
10/30/2024	112013	NOV 2024 G1	19168	MOUNTAIN SHADOWS	100-464-43404	MS17687	330.41	10/24
Total MOUNTAIN SHADOWS HOMEOWNERS' ASSOC:							660.82	
NCE								
10/30/2024	112014	220172532	10411	NCE	100-440-43031	08/24-SVCS	8,441.25	10/24
Total NCE:							8,441.25	
ODP BUSINESS SOLUTIONS, LLC								
10/30/2024	112015	387643174001	19198	ODP BUSINESS SOLU	100-420-42002	OFFICE SUPPLIES	38.73	10/24
Total ODP BUSINESS SOLUTIONS, LLC:							38.73	
OPTIMUM BUSINESS								
10/30/2024	112016	07715-101881-	10002	OPTIMUM BUSINESS	100-438-43404	OCT 2024-C CTR	5.39	10/24
Total OPTIMUM BUSINESS:							5.39	
PELHAM, AMANDA								
10/30/2024	10302411	10/11/24	18144	PELHAM, AMANDA	100-417-42030	MEETING EXPENSE	53.00	10/24
10/30/2024	10302411	10212024	18144	PELHAM, AMANDA	100-417-43031	REIMBURSEMENT OF	65.49	10/24

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Total PELHAM, AMANDA:							118.49	
PETERBILT TRUCK PARTS & EQUIPMENT, LLC								
10/30/2024	10302411	X101239662:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	80.60	10/24
10/30/2024	10302411	X101239954:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	18.73	10/24
10/30/2024	10302411	X101240676:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	445.48	10/24
10/30/2024	10302411	X101240867:0	8484	PETERBILT TRUCK PA	910-000-13003	PARTS	228.97	10/24
10/30/2024	10302411	R101026309:0	8484	PETERBILT TRUCK PA	910-000-13047	PARTS	653.87	10/24
Total PETERBILT TRUCK PARTS & EQUIPMENT, LLC:							808.51	
QUILL CORPORATION								
10/30/2024	10302411	40500097A	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	494.97	10/24
10/30/2024	10302411	41179967	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	174.98	10/24
10/30/2024	10302411	41050424	2090	QUILL CORPORATION	100-416-42002	OFFICE SUPPLIES	688.23	10/24
Total QUILL CORPORATION:							1,358.18	
RIVERSIDE COUNTY SHERIFF'S DEPARTMENT								
10/30/2024	112017	BCTC0080273	19758	RIVERSIDE COUNTY S	100-420-43150	BCTC COURSE FEE	357.00	10/24
Total RIVERSIDE COUNTY SHERIFF'S DEPARTMENT:							357.00	
SAN BERNARDINO REGIONAL EMERGENCY TRAINI								
10/30/2024	112018	25-037	7870	SAN BERNARDINO RE	220-471-43150	REGISTRATION	1,605.00	10/24
Total SAN BERNARDINO REGIONAL EMERGENCY TRAINI:							1,605.00	
SCOTT, ADAM								
10/30/2024	112019	09/16/24	19741	SCOTT, ADAM	210-450-43150	DMV LICENSE	98.00	10/24
Total SCOTT, ADAM:							98.00	
SHAFER EQUIPMENT CO. INC.								
10/30/2024	112020	10037706	18540	SHAFER EQUIPMENT	910-000-13003	PARTS	2,787.33	10/24
Total SHAFER EQUIPMENT CO. INC.:							2,787.33	
SHEET, THE								
10/30/2024	112021	11765	6678	SHEET, THE	215-511-42026	06/24-TRAIL DAYS	136.00	10/24
10/30/2024	112021	11882	6678	SHEET, THE	215-511-42026	07/24-ADVERT	278.00	10/24
10/30/2024	112021	11987	6678	SHEET, THE	300-531-43031	09/24-ADVERT	960.00	10/24
10/30/2024	112021	12021	6678	SHEET, THE	100-432-43130	09/24-ADVERT	1,492.00	10/24
Total SHEET, THE:							2,866.00	
SIERRA MANORS HOMEOWNERS ASSOC.								
10/30/2024	112022	NOV 2024	19351	SIERRA MANORS HOM	100-464-43404	11/24-SM53 CAM	439.54	10/24
Total SIERRA MANORS HOMEOWNERS ASSOC.:							439.54	
SILVER STATE INTERNATIONAL TRUCKS								
10/30/2024	10302411	X201153912:01	35	SILVER STATE INTERN	910-000-13003	PARTS	1,103.12	10/24
10/30/2024	10302411	X201153843:01	35	SILVER STATE INTERN	910-000-13003	PARTS	799.32	10/24
10/30/2024	10302411	X201153792:01	35	SILVER STATE INTERN	910-000-13047	PARTS	1,309.80	10/24
10/30/2024	10302411	X201153909:01	35	SILVER STATE INTERN	910-000-13003	PARTS	884.22	10/24
10/30/2024	10302411	X201154531:01	35	SILVER STATE INTERN	910-000-13003	PARTS	101.02	10/24

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10/30/2024	10302411	X201154817:01	35	SILVER STATE INTERN	910-000-13003	PARTS	447.91	10/24
10/30/2024	10302411	X201154170:01	35	SILVER STATE INTERN	910-000-13003	PARTS	270.01	10/24
10/30/2024	10302411	X201155431:01	35	SILVER STATE INTERN	910-000-13003	PARTS	20,658.88	10/24
Total SILVER STATE INTERNATIONAL TRUCKS:							25,372.24	
SNOQUIP INC.								
10/30/2024	10302411	54084	2082	SNOQUIP INC.	910-000-13003	PARTS	1,590.71	10/24
Total SNOQUIP INC.:							1,590.71	
SOUTHERN MONO HISTORICAL SOCIETY, INC.								
10/30/2024	112023	10182024	2458	SOUTHERN MONO HIS	100-416-44220	FY2024/25 ANNUAL HA	50,000.00	10/24
Total SOUTHERN MONO HISTORICAL SOCIETY, INC.:							50,000.00	
ST. MORITZ OWNERS' ASSOC								
10/30/2024	112024	OCT 2024-UNI	19206	ST. MORITZ OWNERS'	100-464-43404	YEARLY HOA ST MORI	3,804.30	10/24
Total ST. MORITZ OWNERS' ASSOC:							3,804.30	
STANTEC CONSULTING SVCS INC.								
10/30/2024	10302412	2277829	19294	STANTEC CONSULTIN	216-510-43031	SHERWIN TRAILS	22,915.50	10/24
10/30/2024	10302412	2296288	19294	STANTEC CONSULTIN	216-510-43031	ON CALL MSA	5,830.75	10/24
Total STANTEC CONSULTING SVCS INC.:							28,746.25	
STEVE'S AUTO & TRUCK PARTS								
10/30/2024	112025	124344	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	61.30	10/24
10/30/2024	112025	124645	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	21.03	10/24
10/30/2024	112025	124652	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	602.86	10/24
10/30/2024	112025	124656	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	3.94	10/24
10/30/2024	112025	124691	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	42.11	10/24
10/30/2024	112025	124872	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	980.51	10/24
10/30/2024	112025	124894	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	980.51	10/24
10/30/2024	112025	124890	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	1,519.28	10/24
10/30/2024	112025	124975	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	31.04	10/24
10/30/2024	112025	125028	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	92.18	10/24
10/30/2024	112025	125029	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	112.17	10/24
10/30/2024	112025	125030	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	181.87	10/24
10/30/2024	112025	125031	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	19.40	10/24
10/30/2024	112025	125077	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	61.03	10/24
10/30/2024	112025	125343	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	57.41	10/24
10/30/2024	112025	125298	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	141.50	10/24
10/30/2024	112025	125434	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	21.05	10/24
10/30/2024	112025	125496	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	69.84	10/24
10/30/2024	112025	125509	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	22.28	10/24
10/30/2024	112025	637411	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	246.75	10/24
10/30/2024	112025	125617	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	36.64	10/24
10/30/2024	112025	125670	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	181.87	10/24
10/30/2024	112025	125695	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	19.40	10/24
10/30/2024	112025	125817	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	39.52	10/24
10/30/2024	112025	125968	1221	STEVE'S AUTO & TRU	910-000-13003	PARTS	143.26	10/24
Total STEVE'S AUTO & TRUCK PARTS:							3,388.39	
SUELLAR SANDOVAL, GLADYS LIZETH								
10/30/2024	112026	BT 9973	19746	SUELLAR SANDOVAL,	001-000-10760	BTC RENEWAL OVERP	5.10	10/24

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Total SUELLAR SANDOVAL, GLADYS LIZETH:							5.10	
TAYLOR, BARBARA								
10/30/2024	112027	I240916235	18724	TAYLOR, BARBARA	100-420-42006	UNIFORMS	40.00	10/24
Total TAYLOR, BARBARA:							40.00	
THOMAS PETROLEUM, LLC								
10/30/2024	10302412	1011306-IN	7891	THOMAS PETROLEUM	910-000-13003	OIL	905.53	10/24
10/30/2024	10302412	1032975-IN	7891	THOMAS PETROLEUM	910-000-13001	GASOLINE	17,958.21	10/24
10/30/2024	10302412	1032976-IN	7891	THOMAS PETROLEUM	910-000-13001	DIESEL	12,215.66	10/24
10/30/2024	10302412	1030852-IN	7891	THOMAS PETROLEUM	910-000-13003	OIL	399.00	10/24
Total THOMAS PETROLEUM, LLC:							31,478.40	
TITUS TOOLS LLC								
10/30/2024	112028	10012426648	19153	TITUS TOOLS LLC	910-000-13003	PARTS	450.40	10/24
10/30/2024	112028	10152427030	19153	TITUS TOOLS LLC	210-455-46200	PARTS	74.78	10/24
Total TITUS TOOLS LLC:							525.18	
TRANSUNION RISK & ALTERNATIVE								
10/30/2024	112029	45851-202409-	10413	TRANSUNION RISK &	100-420-43031	CREDIT CHECK-PD	75.00	10/24
Total TRANSUNION RISK & ALTERNATIVE:							75.00	
TRI COUNTY FAIRGROUNDS								
10/30/2024	112030	100	19747	TRI COUNTY FAIRGRO	210-450-43031	STORAGE PWM OCT-D	1,995.00	10/24
Total TRI COUNTY FAIRGROUNDS:							1,995.00	
TRIAD/HOLMES ASSOCIATES								
10/30/2024	112031	1022314	336	TRIAD/HOLMES ASSO	300-531-43031	08/24-CIVIC CTR	3,376.88	10/24
10/30/2024	112031	1022315	336	TRIAD/HOLMES ASSO	300-531-43031	CIVIC CTR	6,279.38	10/24
Total TRIAD/HOLMES ASSOCIATES:							9,656.26	
TRINITY INTEGRATED SOLUTIONS, INC								
10/30/2024	112032	11214	19706	TRINITY INTEGRATED	100-418-43031	QUICKBASE PROJECT	420.00	10/24
Total TRINITY INTEGRATED SOLUTIONS, INC:							420.00	
VERIZON WIRELESS								
10/30/2024	112033	9974655704	10652	VERIZON WIRELESS	100-420-43404	09/24-PD	1,177.32	10/24
10/30/2024	112033	9975930988	10652	VERIZON WIRELESS	100-420-43404	09/24-PD	3,429.18	10/24
Total VERIZON WIRELESS:							4,606.50	
WESTERN NEVADA SUPPLY CO.								
10/30/2024	10302412	51458710	155	WESTERN NEVADA SU	100-434-45080	MAINT SUPPLIES	56.18	10/24
10/30/2024	10302412	11473575	155	WESTERN NEVADA SU	100-438-45080	MAINT SUPPLIES	149.50	10/24
Total WESTERN NEVADA SUPPLY CO.:							205.68	
WHITE WATER SOLUTIONS								
10/30/2024	112034	10675	19020	WHITE WATER SOLUTI	210-455-43031	09/24-SVCS	519.00	10/24

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Total WHITE WATER SOLUTIONS:							519.00	
XEROX CORPORATION								
10/30/2024	112035	022204743	234	XEROX CORPORATIO	100-420-46010	SEPTEMBER 2024	205.03	10/24
10/30/2024	112035	022204744	234	XEROX CORPORATIO	100-416-46010	09/24-REC	308.81	10/24
Total XEROX CORPORATION:							513.84	
Grand Totals:							1,130,715.16	

Signature: JAMIE GRAY  Date 10/31/24

Signature: NOLAN BOBROFF  Date 10-31-24

Signature: ROB PATTERSON  Date 10/31/2024

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

Report Criteria:

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

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
A BETTER FIREPLACE								
11/06/2024	112043	1112024	19346	A BETTER FIREPLACE	100-440-44500	WOODSTOVE PROGR	6,000.00	11/24
Total A BETTER FIREPLACE:							6,000.00	
A T & T								
11/06/2024	112044	10/24-1311	1447	A T & T	210-450-43404	10/24-PWM	35.20	11/24
11/06/2024	112044	10/24-2422	1447	A T & T	210-450-43404	10/24-PWM	.87	11/24
11/06/2024	112044	10/24-9126	1447	A T & T	100-420-43404	10/24-PD	94.39	11/24
Total A T & T:							130.26	
ACCESS APARTMENTS AFFORDABLE HOUSING LLC								
11/06/2024	11062410	1007	19710	ACCESS APARTMENT	245-445-43035	PAY APP #2 - CDBG	448,038.00	11/24
11/06/2024	11062410	1008	19710	ACCESS APARTMENT	245-445-43035	PAY APP #3 - CDBG	280,163.00	11/24
11/06/2024	11062410	1009	19710	ACCESS APARTMENT	245-445-43035	PAY APP #3 - TOWN	69,377.00	11/24
11/06/2024	11062410	1010	19710	ACCESS APARTMENT	245-445-43035	PAY APP #2 - TOWN	50,507.50	11/24
Total ACCESS APARTMENTS AFFORDABLE HOUSING LLC:							848,085.50	
AMERIGAS								
11/06/2024	112045	3169936595	6982	AMERIGAS	220-471-43404	10/24-AIRPORT	2,144.56	11/24
11/06/2024	112045	3170072240	6982	AMERIGAS	100-464-43404	10/24-TAVERN A3	31.17	11/24
11/06/2024	112045	3170072750	6982	AMERIGAS	220-471-43404	10/24-HANGAR	17.85	11/24
Total AMERIGAS:							2,193.58	
ARROW LIFT OF CALIFORNIA								
11/06/2024	11062410	P-SI20333	19760	ARROW LIFT OF CALIF	300-531-43031	CRC	21,875.00	11/24
11/06/2024	11062410	SI27745	19760	ARROW LIFT OF CALIF	300-531-43031	CRC	28,125.00	11/24
Total ARROW LIFT OF CALIFORNIA:							50,000.00	
ASCENT ENVIRONMENTAL, INC.								
11/06/2024	11062410	20210079.01-3	19114	ASCENT ENVIRONME	100-440-43031	09/24-MAIN LODGE BA	6,507.04	11/24
Total ASCENT ENVIRONMENTAL, INC.:							6,507.04	
AT&T MOBILITY								
11/06/2024	112046	287311715401	8453	AT&T MOBILITY	100-420-43404	10/24-MIFI PD	83.75	11/24
11/06/2024	112046	287292079320	8453	AT&T MOBILITY	100-416-43404	10/24-REC	40.74	11/24
Total AT&T MOBILITY:							124.49	
BIGWOOD OWNERS' ASSOC.								
11/06/2024	112047	NOV 2024 UNI	19470	BIGWOOD OWNERS' A	100-464-43404	11/24-MAJESTIC PINES	234.81	11/24
Total BIGWOOD OWNERS' ASSOC.:							234.81	
BISHOP AUTOMOTIVE CENTER								
11/06/2024	11062410	1-GS74270	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	708.28	11/24
11/06/2024	11062410	1-GS74385	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,376.74	11/24
11/06/2024	11062410	1-GS74394	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	33,484.99	11/24
11/06/2024	11062410	1-GS74507	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	688.37	11/24

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11/06/2024	11062410	1-74480	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,581.68	11/24
11/06/2024	11062410	1-GS74778	18309	BISHOP AUTOMOTIVE	910-000-13003	PARTS	1,413.83	11/24
Total BISHOP AUTOMOTIVE CENTER:							39,253.89	
BLACK GOLD ASPHALT, INC.								
11/06/2024	112048	10302024	322	BLACK GOLD ASPHAL	001-000-10765	REFUND FOR GP24-00	225.00	11/24
Total BLACK GOLD ASPHALT, INC.:							225.00	
BPR CONSULTING GROUP								
11/06/2024	11062410	2074	19259	BPR CONSULTING GR	100-442-43031	09/24-SVCS	6,816.25	11/24
11/06/2024	11062410	2075	19259	BPR CONSULTING GR	100-442-43031	09/24-SVCS	2,076.25	11/24
Total BPR CONSULTING GROUP:							8,892.50	
CALIFORNIA BROADBAND CORP								
11/06/2024	112049	20000061867	10416	CALIFORNIA BROADB	100-418-43404	OCT 2024	3,877.19	11/24
Total CALIFORNIA BROADBAND CORP:							3,877.19	
CALIFORNIA CONSULTING, INC.								
11/06/2024	11062410	7220	19212	CALIFORNIA CONSULT	100-416-43031	OCT 2024 GRANT WRI	4,250.00	11/24
Total CALIFORNIA CONSULTING, INC.:							4,250.00	
CALLYO 2009 CORP.								
11/06/2024	112050	R18536	18703	CALLYO 2009 CORP.	100-420-43031	2023-2024 SVCS	2,655.72	11/24
Total CALLYO 2009 CORP.:							2,655.72	
CANON FINANCIAL SERVICES, INC								
11/06/2024	11062410	35958903	19353	CANON FINANCIAL SE	100-416-46010	NOV 2024	329.28	11/24
Total CANON FINANCIAL SERVICES, INC:							329.28	
CERTIFIED FOLDER DISPLAY SERVICE, INC.								
11/06/2024	110624110	614802	1954	CERTIFIED FOLDER DI	858-436-43031	11/1/2024-4/30/2025 AD	973.81	11/24
Total CERTIFIED FOLDER DISPLAY SERVICE, INC.:							973.81	
CHUCK VILLAR CONSTRUCTION INC.								
11/06/2024	110624111	28553	7277	CHUCK VILLAR CONS	210-450-43031	10/24-TRUCKING	1,300.00	11/24
Total CHUCK VILLAR CONSTRUCTION INC.:							1,300.00	
CORONADO, MARK								
11/06/2024	112051	4MML	19763	CORONADO, MARK	245-445-43035	LEASE TO LOCALS	6,750.00	11/24
Total CORONADO, MARK:							6,750.00	
CUELLAR SANDOVAL, GLADYS LIZETH								
11/06/2024	112052	BT 9973	19746	CUELLAR SANDOVAL,	001-000-10760	BTC RENEWAL OVERP	5.10	11/24
Total CUELLAR SANDOVAL, GLADYS LIZETH:							5.10	
DAKTRONICS, INC.								
11/06/2024	110624112	7111112	19219	DAKTRONICS, INC.	100-464-43031	SCOREBOARD	118.53	11/24

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Total DAKTRONICS, INC.:							118.53	
DESIGNS UNLIMITED SCREEN PRINTS								
11/06/2024	112053	919460	63	DESIGNS UNLIMITED	220-471-42006	UNIFORMS	582.93	11/24
11/06/2024	112053	919463	63	DESIGNS UNLIMITED	858-436-42006	UNIFORMS	140.00	11/24
Total DESIGNS UNLIMITED SCREEN PRINTS:							722.93	
DIY HOME CENTER								
11/06/2024	112054	144566	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	58.07	11/24
11/06/2024	112054	144770	5476	DIY HOME CENTER	100-434-42007	MAINT SUPPLIES	20.22	11/24
11/06/2024	112054	144959	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	5.41	11/24
11/06/2024	112054	144974	5476	DIY HOME CENTER	910-000-13003	PARTS	38.77	11/24
11/06/2024	112054	144977	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	43.97	11/24
11/06/2024	112054	145101	5476	DIY HOME CENTER	210-456-42007	PARTS	49.42	11/24
11/06/2024	112054	145150	5476	DIY HOME CENTER	100-438-45080	MAINT SUPPLIES	135.74	11/24
11/06/2024	112054	145415	5476	DIY HOME CENTER	858-436-45080	MAINT SUPPLIES	7.74	11/24
Total DIY HOME CENTER:							359.34	
EASTERN SIERRA PROPANE								
11/06/2024	112055	0713883	5323	EASTERN SIERRA PR	210-456-43404	VOO DOO CHUTE	291.93	11/24
Total EASTERN SIERRA PROPANE:							291.93	
EMPIRE SOUTHWEST								
11/06/2024	112056	EMPS6579897	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	241.77	11/24
11/06/2024	112056	EMPC0934066	19724	EMPIRE SOUTHWEST	910-000-13003	PARTS	117.46	11/24
Total EMPIRE SOUTHWEST:							124.31	
FRONTIER BUILDING PRODUCTS PACIFIC INC.								
11/06/2024	112057	10-23-1061761	19736	FRONTIER BUILDING	100-464-43031	REPAIR SERVICE	709.00	11/24
Total FRONTIER BUILDING PRODUCTS PACIFIC INC.:							709.00	
FRONTIER COMMUNICATIONS								
11/06/2024	112058	10/24-3825	10869	FRONTIER COMMUNIC	220-471-43404	10/24-AIRPORT	241.49	11/24
11/06/2024	112058	10/24-3509	10869	FRONTIER COMMUNIC	858-436-43404	10/24-OLD ICE RINK	181.47	11/24
11/06/2024	112058	10/24-0348	10869	FRONTIER COMMUNIC	210-450-43404	10/24-PWM	247.94	11/24
11/06/2024	112058	10/24-2490	10869	FRONTIER COMMUNIC	100-420-43404	10/24-PD FAX	92.22	11/24
11/06/2024	112058	10/24-2536	10869	FRONTIER COMMUNIC	100-420-43404	10/24-PD	333.00	11/24
11/06/2024	112058	10/24-3119	10869	FRONTIER COMMUNIC	220-471-43404	10/24-AIRPORT	231.36	11/24
Total FRONTIER COMMUNICATIONS:							1,327.48	
GRAPHIC CONCLUSION								
11/06/2024	112059	10222024	1897	GRAPHIC CONCLUSIO	001-000-10760	BTC ACCOUNT CLOSE	550.66	11/24
Total GRAPHIC CONCLUSION:							550.66	
HB RESTORATION INC.								
11/06/2024	112060	PROGRESS P	19734	HB RESTORATION INC	300-531-43031	EXTERIOR FACILITIES	93,060.00	11/24
Total HB RESTORATION INC.:							93,060.00	

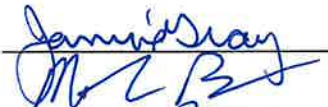
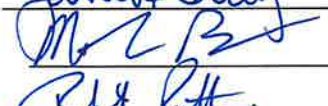
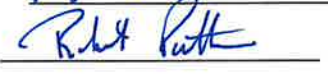
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HERNANDEZ-PEREZ, JONATHAN								
11/06/2024	112061	10272024	19274	HERNANDEZ-PEREZ, J	210-450-42030	MEAL ALLOWANCE	23.00	11/24
Total HERNANDEZ-PEREZ, JONATHAN:							23.00	
HIGH COUNTRY LUMBER								
11/06/2024	112062	70047	830	HIGH COUNTRY LUMB	100-442-42003	MAINT SUPPLIES	12.92	11/24
11/06/2024	112062	71643	830	HIGH COUNTRY LUMB	210-456-42007	PARTS	12.92	11/24
Total HIGH COUNTRY LUMBER:							25.84	
HMC GROUP								
11/06/2024	110624113	176464	10804	HMC GROUP	300-531-43031	SEP 2024 CRC INTERI	3,061.00	11/24
11/06/2024	110624113	176465	10804	HMC GROUP	300-531-43031	SEP 2024 CIVIC CTR	23,375.81	11/24
Total HMC GROUP:							26,436.81	
HORIZON CALIFORNIA PUBLICATIONS, INC.								
11/06/2024	110624114	300342851	6100	HORIZON CALIFORNIA	100-413-43130	09/24-DYK	260.00	11/24
11/06/2024	110624114	3003842850	6100	HORIZON CALIFORNIA	858-436-43130	WINTER SKATE	200.00	11/24
11/06/2024	110624114	300342890	6100	HORIZON CALIFORNIA	858-436-43130	HALLOWEEN SKATE P	500.00	11/24
11/06/2024	110624114	300342901	6100	HORIZON CALIFORNIA	100-413-43130	10/24-DYK	260.00	11/24
11/06/2024	110624114	300342909	6100	HORIZON CALIFORNIA	858-436-43130	WINTER SKATE MEMB	200.00	11/24
Total HORIZON CALIFORNIA PUBLICATIONS, INC.:							1,420.00	
HOT CREEK AVIATION, LLC								
11/06/2024	112063	DECEMBER 2	6335	HOT CREEK AVIATION,	220-471-45010	HANGAR RENTAL	7,061.27	11/24
Total HOT CREEK AVIATION, LLC:							7,061.27	
L.A. PERKS PLUMBING & HEATING, INC.								
11/06/2024	112064	889436	19441	L.A. PERKS PLUMBING	910-000-13047	LEAK DETECTING	8,105.00	11/24
Total L.A. PERKS PLUMBING & HEATING, INC.:							8,105.00	
LUTTRELL HOLDINGS IIM LLC								
11/06/2024	110624115	4408	19462	LUTTRELL HOLDINGS	100-442-43031	WEEKS OF 10/06/2024	2,726.50	11/24
11/06/2024	110624115	4498	19462	LUTTRELL HOLDINGS	100-442-43031	10/20/2024-L. APODAC	1,510.50	11/24
Total LUTTRELL HOLDINGS IIM LLC:							4,237.00	
LWC								
11/06/2024	112065	4913	18203	LWC	100-440-43031	MAIN LODGE	13,277.50	11/24
Total LWC:							13,277.50	
MAMMOTH COMMUNITY WATER DISTRICT UTILIT								
11/06/2024	112066	10/24-5700	97	MAMMOTH COMMUNI	858-436-43404	10/24-ICE RINK	651.80	11/24
11/06/2024	112066	10/24-6000	97	MAMMOTH COMMUNI	100-438-43404	10/24-HWY LAND	240.81	11/24
11/06/2024	112066	10/24-6383	97	MAMMOTH COMMUNI	100-438-43404	10/24-PRK CRK IRRIGA	296.70	11/24
11/06/2024	112066	10/24-6398	97	MAMMOTH COMMUNI	100-438-43404	10/24-COM CTR	149.29	11/24
11/06/2024	112066	10/24-6440	97	MAMMOTH COMMUNI	210-456-43404	10/24-PWM	357.62	11/24
11/06/2024	112066	10/24-6564	97	MAMMOTH COMMUNI	100-438-43404	10/24-SDY RST PARK	5,367.89	11/24
11/06/2024	112066	10/24-6854	97	MAMMOTH COMMUNI	100-438-43404	10/24-IRRIGATION	8.41	11/24
11/06/2024	112066	10/24-7514	97	MAMMOTH COMMUNI	100-464-43404	10/24-BIGWOOD 101	38.78	11/24
11/06/2024	112066	10/24-7548	97	MAMMOTH COMMUNI	100-464-43404	10/24-BIGWOOD 91	37.29	11/24
11/06/2024	112066	10/24-7783	97	MAMMOTH COMMUNI	100-438-43404	10/24-COM CTR	72.32	11/24

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11/06/2024	112066	10/24-7851	97	MAMMOTH COMMUNI	100-438-43404	10/24-SKATE PARK	311.71	11/24
11/06/2024	112066	10/24-7884	97	MAMMOTH COMMUNI	100-438-43404	10/24-OMR	69.11	11/24
11/06/2024	112066	10/24-7981	97	MAMMOTH COMMUNI	100-475-43404	10/24-TRANSIT	136.16	11/24
11/06/2024	112066	10/24-8069	97	MAMMOTH COMMUNI	100-438-43404	10/24-PICKLEBALL	157.30	11/24
11/06/2024	112066	10/24-8520	97	MAMMOTH COMMUNI	210-450-43404	10/24-HYDRONIC SYS	30.73	11/24
11/06/2024	112066	10/24-8577	97	MAMMOTH COMMUNI	100-438-43404	10/24-PARK & RIDE	24.18	11/24
11/06/2024	112066	10/24-8657	97	MAMMOTH COMMUNI	100-420-43404	10/24-PD	208.91	11/24
11/06/2024	112066	10/24-8765	97	MAMMOTH COMMUNI	100-464-43404	10/24-FOURPLEX	136.57	11/24
11/06/2024	112066	10/24-8767	97	MAMMOTH COMMUNI	100-438-43404	10/24-DOG PARK	34.34	11/24
11/06/2024	112066	10/24-8775	97	MAMMOTH COMMUNI	100-464-43404	10/24-PARCEL IRRIGAT	569.13	11/24
11/06/2024	112066	10/24-8776	97	MAMMOTH COMMUNI	100-438-43404	10/24-PARCEL RESTR	33.31	11/24
11/06/2024	112066	10/24-8779	97	MAMMOTH COMMUNI	100-464-43404	10/24-DAYCARE	44.50	11/24
Total MAMMOTH COMMUNITY WATER DISTRICT UTILIT:							8,960.04	
MAMMOTH DISPOSAL, INC.								
11/06/2024	112067	1286048U014	94	MAMMOTH DISPOSAL,	205-490-43031	06/24-BUS STOPS	1,940.40	11/24
11/06/2024	112067	1293096U014	94	MAMMOTH DISPOSAL,	205-490-43031	07/24-BUS STOPS	1,940.40	11/24
11/06/2024	112067	1298602U014A	94	MAMMOTH DISPOSAL,	205-490-43031	08/24-BUS STOPS	1,940.40	11/24
11/06/2024	112067	1303403U014A	94	MAMMOTH DISPOSAL,	205-490-43031	09/24-BUS STOPS	1,940.40	11/24
11/06/2024	112067	1309678U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-PWM	3,057.61	11/24
11/06/2024	112067	1309690U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-WHITMORE	327.41	11/24
11/06/2024	112067	1309694U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-SDY RST	761.66	11/24
11/06/2024	112067	1309846U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-PD	487.92	11/24
11/06/2024	112067	1310329U014	94	MAMMOTH DISPOSAL,	205-490-43031	10/24-BUS STOPS	1,940.40	11/24
11/06/2024	112067	1310388U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-C. CTR	1,235.06	11/24
11/06/2024	112067	1310761U014	94	MAMMOTH DISPOSAL,	205-490-43404	09/24-CRC	1,697.20	11/24
Total MAMMOTH DISPOSAL, INC.:							17,268.86	
MAMMOTH LAKES HOUSING, INC								
11/06/2024	110624116	627	6441	MAMMOTH LAKES HO	100-445-43031	QUARTERLY CONTRIB	84,000.00	11/24
Total MAMMOTH LAKES HOUSING, INC:							84,000.00	
MAMMOTH LAKES TRAILS AND PUBLIC ACCESS								
11/06/2024	110624117	052_15-1	7566	MAMMOTH LAKES TR	100-420-43120	GRAPHICS	736.25	11/24
Total MAMMOTH LAKES TRAILS AND PUBLIC ACCESS:							736.25	
MCMASTER-CARR SUPPLY COMPANY								
11/06/2024	112068	34622708	272	MCMASTER-CARR SU	910-000-13003	PARTS	180.42	11/24
Total MCMASTER-CARR SUPPLY COMPANY:							180.42	
MISSION LINEN SUPPLY, INC								
11/06/2024	112069	522470960	6482	MISSION LINEN SUPPL	100-438-42007	MAINT SUPPLIES	28.48	11/24
11/06/2024	112069	522590179	6482	MISSION LINEN SUPPL	100-438-45080	MAINT SUPPLIES	368.12	11/24
11/06/2024	112069	522668931	6482	MISSION LINEN SUPPL	210-455-42006	MAINT SUPPLIES	171.50	11/24
11/06/2024	112069	522690249	6482	MISSION LINEN SUPPL	858-436-42007	MAINT SUPPLIES	47.14	11/24
Total MISSION LINEN SUPPLY, INC:							615.24	
MOLINA JANITORIAL SERVICE								
11/06/2024	112070	6968	8617	MOLINA JANITORIAL S	220-471-43031	OCTOBER 2024	1,136.60	11/24
Total MOLINA JANITORIAL SERVICE:							1,136.60	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
MONO COUNTY PUBLIC WORKS DEPT								
11/06/2024	112071	0924	3178	MONO COUNTY PUBLI	210-450-43031	SOLID WASTE	1,131.37	11/24
Total MONO COUNTY PUBLIC WORKS DEPT:							<u>1,131.37</u>	
MONO COUNTY TAX COLLECTOR								
11/06/2024	112072	033-301-101-0	511	MONO COUNTY TAX C	100-464-43404	1629 MAJESTIC PINES	89.00	11/24
11/06/2024	112072	040-140-001-0	511	MONO COUNTY TAX C	100-464-43404	OLD MAMMOTH ROAD	5,814.22	11/24
Total MONO COUNTY TAX COLLECTOR:							<u>5,903.22</u>	
MOUNTAIN SHADOWS HOMEOWNERS' ASSOC								
11/06/2024	112073	NOV 2024 D8	19168	MOUNTAIN SHADOWS	100-464-43404	11/24-MS17952	363.45	11/24
Total MOUNTAIN SHADOWS HOMEOWNERS' ASSOC:							<u>363.45</u>	
NCE								
11/06/2024	112074	220172534	10411	NICHOLS CONSULTIN	100-440-43031	10/24-MAIN LODGE	4,912.50	11/24
Total NCE:							<u>4,912.50</u>	
OCAMPOS, ISIDRO								
11/06/2024	112075	04142024	19263	OCAMPOS, ISIDRO	210-452-42030	MEAL ALLOWANCE	46.00	11/24
Total OCAMPOS, ISIDRO:							<u>46.00</u>	
ONWARD								
11/06/2024	112076	10001754038	18118	ONWARD	100-418-43404	OCT 2024	1,698.87	11/24
Total ONWARD:							<u>1,698.87</u>	
PARS								
11/06/2024	112077	56474	6552	PARS	100-420-43031	08/24-SVCS	800.00	11/24
11/06/2024	112077	56556	6552	PARS	100-416-43031	08/24-SVCS	404.14	11/24
Total PARS:							<u>1,204.14</u>	
PEAK PRODUCTIONS								
11/06/2024	112078	MLA101824	1609	PEAK PRODUCTIONS	220-471-42030	UNIFORMS	2,258.75	11/24
Total PEAK PRODUCTIONS:							<u>2,258.75</u>	
PELHAM, AMANDA								
11/06/2024	110624118	10292024	18144	PELHAM, AMANDA	100-464-42007	VACUUMS AND MAINT	718.32	11/24
Total PELHAM, AMANDA:							<u>718.32</u>	
PLAISTED, ANGELA								
11/06/2024	112079	10302024	18589	PLAISTED, ANGELA	100-413-43150	REIMURSEMENT FOR	132.08	11/24
Total PLAISTED, ANGELA:							<u>132.08</u>	
QUALCON CONTRACTORS, INC.								
11/06/2024	110624119	2024129	8348	QUALCON CONTRACT	300-531-43031	RETENTION	142,374.98	11/24
11/06/2024	110624119	CCO-1	8348	QUALCON CONTRACT	300-531-43031	ROAD & MUP CHANGE	17,520.77	11/24
Total QUALCON CONTRACTORS, INC.:							<u>159,895.75</u>	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
RICH ENVIRONMENTAL SERVICE STATION SVCS								
11/06/2024	112080	109690	10132	RICH ENVIRONMENTA	910-000-13047	SEPT 2024	150.00	11/24
Total RICH ENVIRONMENTAL SERVICE STATION SVCS:							150.00	
SAFETY-KLEEN SYSTEMS, INC								
11/06/2024	112081	95568050	2313	SAFETY-KLEEN SYSTE	210-455-43031	PARTS	1,613.39	11/24
Total SAFETY-KLEEN SYSTEMS, INC:							1,613.39	
SAN BERNARDINO REGIONAL EMERGENCY TRAINI								
11/06/2024	112082	25-049	7870	SAN BERNARDINO RE	220-471-43150	TRAINING	3,240.00	11/24
Total SAN BERNARDINO REGIONAL EMERGENCY TRAINI:							3,240.00	
SHEET, THE								
11/06/2024	112083	12026	6678	SHEET, THE	215-511-42026	09/24 ADVERT	278.00	11/24
Total SHEET, THE:							278.00	
SIDDONS-MARTIN EMERGENCY GROUP								
11/06/2024	112084	305-00000193	19761	SIDDONS-MARTIN EM	220-471-43031	INSPECTION	4,148.17	11/24
Total SIDDONS-MARTIN EMERGENCY GROUP:							4,148.17	
SIERRA BUSINESS PARK OWNERS ASSOC.								
11/06/2024	112085	69	18782	SIERRA BUSINESS PA	205-490-43404	WATER USAGE	30.42	11/24
11/06/2024	112085	NOV 2024	18782	SIERRA BUSINESS PA	205-490-43031	LOTS 36 & 37	850.61	11/24
Total SIERRA BUSINESS PARK OWNERS ASSOC.:							881.03	
SIERRA GEOTECHNICAL SVCS.								
11/06/2024	112086	310208	1876	SIERRA GEOTECHNIC	100-442-43031	09/24-FIELD INSPECTI	3,520.00	11/24
Total SIERRA GEOTECHNICAL SVCS.:							3,520.00	
SILVER STATE INTERNATIONAL TRUCKS								
11/06/2024	11062412	X201155622:01	35	SILVER STATE INTERN	910-000-13003	PARTS	125.17	11/24
11/06/2024	11062412	X201155929:01	35	SILVER STATE INTERN	910-000-13003	PARTS	300.67	11/24
11/06/2024	11062412	X201155529:01	35	SILVER STATE INTERN	910-000-13003	PARTS	195.53	11/24
Total SILVER STATE INTERNATIONAL TRUCKS:							621.37	
SPECIALTY VEHICLES								
11/06/2024	11062412	33105	7849	SPECIALTY VEHICLES	910-000-13003	SALES TAX	465.40	11/24
Total SPECIALTY VEHICLES:							465.40	
ST. MORITZ OWNERS' ASSOC								
11/06/2024	112087	NOV 2024	19206	ST. MORITZ OWNERS'	100-464-43404	11/24-SMV17833	326.83	11/24
Total ST. MORITZ OWNERS' ASSOC:							326.83	
SUNRISE ENVIRONMENTAL SCIENTIFIC								
11/06/2024	112088	150053	106	SUNRISE ENVIRONME	100-438-45080	MAINT SUPPLIES	273.95	11/24
Total SUNRISE ENVIRONMENTAL SCIENTIFIC:							273.95	

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
THOMAS PETROLEUM, LLC								
11/06/2024	11062412	1042947-IN	7891	THOMAS PETROLEUM	910-000-13001	FUEL	14,407.19	11/24
11/06/2024	11062412	1042949-IN	7891	THOMAS PETROLEUM	910-000-13003	DIESEL	3,775.45	11/24
Total THOMAS PETROLEUM, LLC:							18,182.64	
TRB & ASSOCIATES								
11/06/2024	112089	5801	19719	TRB & ASSOCIATES	100-442-43031	J. RISENHOOVER	22,764.21	11/24
Total TRB & ASSOCIATES:							22,764.21	
TRIAD/HOLMES ASSOCIATES								
11/06/2024	112090	1022354	336	TRIAD/HOLMES ASSO	300-531-43031	SOUTH MAIN STREET	1,127.50	11/24
Total TRIAD/HOLMES ASSOCIATES:							1,127.50	
VERIZON								
11/06/2024	112091	9975485515	5637	VERIZON	100-438-43404	09/24-PARKS	114.03	11/24
Total VERIZON:							114.03	
WHITE CAP, L.P.								
11/06/2024	112092	50029002341	19191	WHITE CAP, L.P.	100-464-45100	MAINT SUPPLIES	900.96	11/24
Total WHITE CAP, L.P.:							900.96	
Grand Totals:							1,489,408.11	

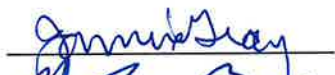
Signature: JAMIE GRAY  Date 11/6/24
 Signature: NOLAN BOBROFF  Date 11-6-24
 Signature: ROB PATTERSON  Date 11/6/2024


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

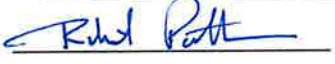
Report Criteria:

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

Check Issue Date	Check Nu	Invoice Number	Vendor Nu	Payee	Invoice GL Account	Description	Amount	GL Period
MILNE FAMILY TRUST								
11/13/2024	111919	2MML	19735	MILNE FAMILY TRUST	245-445-43035	LEASE TO LOCALS	6,750.00-	11/24
11/13/2024	112093	2MML	19735	MILNE FAMILY TRUST	245-445-43035	LEASE TO LOCALS	6,750.00	11/24
Total MILNE FAMILY TRUST:							.00	
Grand Totals:							.00	

Signature: JAMIE GRAY  Date 11/13/24

Signature: NOLAN BOBROFF  Date 11-13-24

Signature: ROB PATTERSON  Date 11/13/2024

TOWN COUNCIL STAFF REPORT

Title: Presentation of Pre-Audit Financial Results for Fiscal Year 23-24, Fund Balance, Projects and Continuing Commitments.

Meeting Date: November 20, 2024

Prepared by: Rob Patterson, Town Manager

RECOMMENDATION:

Staff Recommends the Town Council receive the pre-audit actual financial presentation for Fiscal Year 23-24 and adopt the resolution amending the FY24-25 budget as recommended on Attachment A

BACKGROUND:

Fund balance is the difference between revenue generated and expenses incurred in a particular fund. These balances can grow if generated revenue exceeds expenses or decline in a planned use of fund balance or an unexpected economic downturn. Any available fund balance is retained in the fund where it was generated, if restricted, or can be allocated to other funds if unrestricted. Most of the discussion around staff recommendations are for General Fund, unrestricted, fund balance and use to support strategic Town Council initiatives.

An audit of the Town's financial transactions is completed by an independent auditor each fiscal year. In preparation for the audit, staff works to finalize all financial transactions and in doing so prepares a pre-audit actual for Town Council to consider. This provides the Council with an opportunity to review the prior year-end balances, to ratify adjustments to fund balances, to carry over funds for encumbrances, and review staff recommendations on remaining balances. The pre-audit financials are included in this report. The report provides an overview of all the Town's funds with information provided as appropriate and staff recommendation for allocation of existing fund balances. The overview will provide the Council with a "snapshot" of the Town's financial position by fund as of June 30, 2024.

ANALYSIS/DISCUSSION:

The review of our financial performance always begins with General Fund. Most of the activity is captured in this fund as it provides financial support for Town operations and can provide funding for the shortfall of other restricted funds throughout the year. Transient Occupancy Tax, the main driver of General Fund revenue, had another strong performance year in FY23-24 with \$27.67M received against a budget of \$18.0M. This unallocated revenue is available for allocation by Town Council to fund projects with one-time funding to further strategic priorities and our Capital Improvement Program (CIP). Funds are allocated throughout the year as part of regular budget updates. These one-time contributions are a way to fund projects without incurring ongoing annual expenditures within the operating budget.

As stated above, review of fund balances involves a review of both revenue and expenditures to determine how all financial transactions impacted fund balance for the year. While the revenue was very strong for FY23-24, and expenses were kept within or close to budget, the fund balance for General Fund increased by \$2,602,266. The Town Council did allocate realized revenues and expenses during the year

so this final increase in fund balance does not capture the entire community benefit realized in FY23-24. In total, through these quarterly budget reviews, the Town Council allocated a total of \$15,325,500 in General Fund through the quarterly review process.

General Fund Allocated during Quarterly Presentations

Financial Presentation	Unallocated TOT Budget	Other Revenue Realized	One-Time Allocations (Projects, Programs, and Acquisitions)	Committed Reserves (Housing, Transit, Tourism)
Quarter 1 - December 6, 2023			\$ 3,644,400	\$ -
Quarter 2 - March 20, 2024	\$ 5,000,000		\$ 4,600,000	\$ 1,557,600
Quarter 3 - May 15, 2024	\$ 2,000,000		\$ 1,376,900	\$ 623,100
Quarter 4 - September 4, 2024	\$ 2,400,000	\$ 3,524,500	\$ 2,775,900	\$ 747,600
Total Allocation	\$ 9,400,000	\$ 3,524,500	\$ 12,397,200	\$ 2,928,300
Total General Fund Allocated in FY23-24				\$ 15,325,500

It is customary through prudent financial analysis that some funds are unallocated to provide a cushion for unforeseen events. It is not until the final review of the year, where pre-audit analysis is completed that any additional funds are available. As noted above, in FY23-24, there was a balance of \$3,644,400 available from FY22-23, which was recommended for allocation during the fund balance discussion last year. This year another \$2,845,586 is available and recommended for allocation in this presentation. Staff will make recommendations based on Town Council strategic priorities and key objectives.

Fund Balance - General Fund

As of June 30, 2024

Fund 100 - General Fund	Balance
Total Fund Balance as of 6/30/2023	\$ 15,058,115
Net change to fund Balance from FY 23-24 Activity	\$ 2,602,266
Projected Fund Balance as of 6/30/2024	\$ 17,660,381
Reserve for Economic Uncertainty (REU) - Committed	\$ 6,343,767
Operating Reserve (OR) - Committed	\$ 1,500,000
Debt Reserve (DR) - Committed	\$ 1,100,000
Housing Reserve - Assigned	\$ 1,331,817
Transit Reserve - Assigned	\$ 2,635,231
Tourism Reserve - Assigned	\$ 1,903,981
Unrestricted Fund Balance FY23-24	\$ 2,845,586

This fund balance of \$2,845,586 does not include items listed above as Un-spendable, Committed, or Assigned as they are not available for use of fund balance. However, the balance does include items committed in the prior year, by contract, project, or other allocation, to be expended in FY24-25. These items are identified below and will require the fund balance necessary to cover those expenditures to be reserved for such purposes. The carryover commitments are listed below and the total of \$150,000 will reduce available fund balance to \$2,695,586.

Carry Over Commitments FY23-24	
Item	Amount
ESCCRP - Fuel Reduction Project - 100-413-43031	\$ 150,000
Total Carry over from prior year	\$ 150,000
Available Fund Balance from FY23-24 Activity	\$ 2,695,586

The carryover for the fuels reduction project is a part of commitment made earlier in FY23-24 that was not paid until the new year (August 2024). Since these funds were allocated for this purpose, staff is carrying over the funding to cover these expenditures.

Staff Recommendations

There are a few one-time funding needs that staff are recommending for Council consideration. They include General Fund support for Housing NOW! programs, Future Capital, critical staff acquisition and training, equipment purchases and other expenses. Projects are listed below in order of priority.

Housing Now! – Small Site Development

The Town has been successful in addressing the needs of our lowest income earners with the restricted funding opportunities provided by State grants. These elements were key in the development of the first two phases of the Parcel. However, these programs are limited to 80% of Area Median Income (AMI) which is not a large percentage of the need within our community. The Town also has the desire to increase long-term housing through home ownership. Our target AMI is 150% to 200% and the bulk of the success in these areas is our Bridge Program but that is a one unit, one family approach. Our small site development seeks to obtain land for building larger scale projects. Our typical subsidy per unit in the Bridge Program is \$150,000 for which the Town obtains a deed restriction for the contribution of those funds. The Town does have a number of opportunities to build with recently acquired land as well as phase 3 of the Parcel. Staff is actively seeking a partnership to build these units within the affordability and subsidy level that is achievable. The goal is to generate \$7.0M in funding for this element of Housing Now! over the next 6 months. To that end, staff is recommending four sources of funding to achieve that goal. The first three elements are \$1.0M allocated from the General Fund, \$1.3M from the Tourism reserve, and \$1.2M from the Housing reserve. These three allocations are recommended in this fund balance presentation and will generate half of the goal. The remaining funds can be allocated from the Housing Now! – undesignated fund balance, currently with \$5.6M in available funds. Staff would recommend this once a suitable plan is developed with an effective partnership for construction.

Future Capital – MACC Construction for DSA oversight

The Division of State Architects (DSA) provides design and construction oversight for K-12 schools, community colleges, and various other state owned or state leased facilities to ensure that they comply with all structural, accessibility, and fire and life safety codes. The MACC design was completed earlier this year to meet original design goals while remaining affordable for construction in our area. However, during the due diligence phase of review, a concern was raised that this project could qualify for this oversight based on the fact it was funded by school bond for construction. The grant of \$7.5M from

Kern Community College District (KCCD) is a key element in our ability to construct as designed. When DSA oversight is required, the cost of construction can increase by as much as 30% due to the higher classification of safety the building will require and the onsite construction review. We continue to work with DSA to determine if this is required; however, staff are recommending we set aside \$1,350,000 to cover these additional costs. Our desire is to secure necessary funding and move forward with the purchase and sale agreement to obtain the property and prepare bid documents for construction. The anticipated cost escalation is roughly 5% per year so any delays are costly.

Police Recruits

Staffing levels within the Police Department have always been right at the minimum required to maintain the schedule the Town desires. This minimum staffing does not allow for any long-term absences, due to illness or otherwise. We have experienced these types of events and are currently operating at a 20-hour per day schedule. Previously we could attract a lateral police officer to fill vacant positions; however, this is becoming more competitive, and we are less likely to obtain the resources when we need them. The decision to seek the position of Police Recruit will have many benefits. We are able to look at local candidates who may already have deep connections to the community and likely already have local housing. They also obtain training for a career; one they may not be able to obtain on their own and they would remain committed to our organization for the opportunity. The process takes approximately one year to complete academy training and finish on the job training with our Field Training Officers. This is not a quick process to solve our staffing issues, but an approach we believe will build stability in the Department. Staff is recommending \$145,000 be allocated to this process, which will include a portion of the wages and academy costs for three recruits, related to FY24-25 budget cycle. Staff will include the remaining cost in the next operational budget.

Airport Equipment

The Airport is in need of two vehicles to replace several existing and beyond end-of-life equipment. Historically the Airport has funded equipment through grant activities with the FAA. They have also received vehicles that were handed down from other departments as they were replaced through the Town's vehicle replacement program. Because of those actions, there are very few vehicles at the Airport that are a part of our traditional replacement program. The recommendation here is to fund one new pickup truck and a general command vehicle for response and staff transportation. Once these vehicles are acquired, they will be a part of the vehicle replacement program, similar to recent acquisitions. Staff is recommending \$125,000 be allocated for the purchase of these vehicles.

Maintenance Contract – Main Street Landscaping

This last summer, the Town completed a landscaping project for Main Street. We expect this work to need an annual refresh as we bring things back to standards, deal with winterization of all irrigation systems and general care and maintenance. This plan also includes mowing and landscaping work at Mammoth Creek Park (CRC). Staff did a request for proposals with the one responsive bidder quoting \$75,000 per year. The recommendation is to fund the efforts for FY24-25 and include in the annual budget process moving forward.

Staff Recommendations

One Time Funding and Project Recommendations	
Item	Amount
Future Capital - MACC for DSA oversight	\$ 1,350,000
Housing Now! - Small Site Development - Home Ownership 150% - 200% AMI	\$ 1,000,000
3 Recruits through the Police Academy	\$ 145,000
Maintenance Contract for Main Street (FY24-25 only)	\$ 75,000
Airport Equipment (Pickup Truck and Command Vehicle)	\$ 125,000
Total One Time Funding and Project Recommendations	\$ 2,695,000
Total Staff Recommendations	\$ 2,695,000
Remaining Unassigned Fund Balance FY23-24	\$ 586

Other Reserve funds held in General Fund

Town Council has also comitted some of the reserve accounts (Housing, Transit, and Tourism) that are listed below and will be discussed in the reserve account discussion below. These items only effect the available reserve account balance and have no impact on the available fund balance listed above.

Reserve Account Carry Over Commitments FY23-24	
Item	Amount
Housing Reserve - Carry Over - Detail included in Housing Reserve Reconciliation	\$ 10,000
Transit Reserve - Carry Over - Detail included in Transit Reserve Reconciliation	\$ -
Tourism Reserve - Carry Over - Detail included in Tourism Reserve Reconciliation	\$ 350,000
	\$ 360,000

Housing Reserve

This reserve account is considered “Assigned Fund Balance” within the General Fund and is included in the overall fund balance of \$17,660,381 listed above. The housing reserve was established to provide funding for housing projects and is based on the normal allocation of TOT for housing which is .85 points or 6.54% of TOT collected. The housing reserve receives this same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the housing reserve for FY23-24. This reconciliation includes a carryover or allocation of \$10,000 from the prior year. The \$10,000 deed monitoring program invoice is still outstanding at the time of this report. The unallocated reserve balance of \$1,321,817 is available for Town Council allocation to Housing programs. Staff is recommending \$1.2M of those available funds be allocated to Housing Now! Parcel phase 3 or small site development to support home ownership in the 150% - 200% AMI. The narrative for this allocation was described above where a similar recommendation was made from available General Fund.

Housing Reserve

As of June 30, 2024

Item	Amount
FY22-23 Housing Reserve Fund Balance	\$ 922,528
General Fund Contribution - Housing FY23-24	
General Fund TOT Budget = \$18,000,000	
Housing Allocation (revenue) calculated as $+\$18.0M / 13 * .85 =$	\$ 1,176,923
Excess TOT \$9,666,700 over budget provided additional allocation	\$ 632,053
Total FY23-24 Revenue for Housing	\$ 1,808,976
Expenditures	
Housing NOW! - Transferred to Housing Programs Fund 245	\$ 810,694
Budget Transfer - Unallocated Housing Revenue (\$585,694)	
Rental Subsidy - year 1 - 50% (\$225,000)	
MLH Contract	\$ 336,000
Staff Time	\$ 174,379
BAE Urban Economics - STR Analysis	\$ 40,525
Bigwood #91 Escrow	\$ 16,950
Insurance Deductible - 550 Mono St I101	\$ 10,000
TOML for Clerk Services	\$ 10,000
Advertising & Legal Notices	\$ 1,139
	<u>\$ 1,399,687</u>
Housing Expenditures FY23-24 YTD	\$ 1,399,687
Projected Housing Reserve Fund Balance	\$ 1,331,817
Carry over or Anticipated Items	
Deed Monitoring Program - For FY23-24	\$ 10,000
	<u>\$ 10,000</u>
Available Housing Reserve Fund Balance	\$ 1,321,817
Staff Recommendation	
Housing Now! - Small Site Development - Home Ownership 150% - 200% AMI	\$ 1,200,000
Available Housing Reserve Fund Balance	\$ 121,817

Transit Reserve

This reserve account is considered “Assigned Fund Balance” within the General Fund and is included in the overall fund balance of \$17,660,381 listed above. The transit reserve was established to provide funding for transit projects and is based on the normal allocation of TOT for transit which is .85 points or 6.54% of TOT collected. The transit reserve receives this same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the transit reserve for FY23-24. This reconciliation has no carryover of anticipated items to include. The reserve balance of \$2,782,422 remains available for Town Council allocation to transit related items. The Eastern Sierra

Transit Authority (ESTA), which provides public transportation services within the Town, is requesting an allocation of funds to replace their aging fleet of buses. The recommendation is for the replacement of 6 buses with an approximate cost of \$4.8M. Staff is recommending an allocation of \$2.3M from available transit reserves for this purpose. ESTA will use these funds, combined with their own reserve and other grant funds to complete the purchase.

Transit Reserve
As of June 30, 2024

Item	Amount
FY22-23 Transit Reserve Fund Balance	\$ 1,920,069
General Fund Contribution - Transit FY23-24	
General Fund TOT Budget = \$18,000,000	
Transit Allocation (revenue) calculated as +\$18.0M / 13 * .85 =	\$ 1,176,923
Transit Fee (Actual)	\$ 147,191
	\$ 1,324,114
Excess TOT \$9,666,700 over budget provided additional allocation	\$ 632,053
Total FY23-24 Revenue for Transit	\$ 1,956,167
Expenditures:	
ESTA Contract	\$ 1,089,283
Public Utilities	\$ 2,953
Street Sign Replacement	\$ -
Transit Building Maintenance	\$ 1,339
Supplies	\$ 240
	\$ 1,093,815
Transit Expenditures FY23-24 YTD	\$ 1,093,815
Projected Transit Reserve Fund Balance	\$ 2,782,422
Carry over or Anticipated Items	\$ -
Available Transit Reserve Fund Balance	\$ 2,782,422
Staff Recommendation	
Capital Funding for Bus replacement in the Town of Mammoth Lakes	\$ 2,300,000
Available Housing Reserve Fund Balance	\$ 482,422

Tourism Reserve

This reserve account is considered “Assigned Fund Balance” within the General Fund and is included in the overall fund balance of \$8,780,650 listed above. The tourism reserve was established to provide

funding for tourism expenditures and is based on the normal allocation of TOT for tourism which is 2.35 points or 18.08% of TOT collected. The tourism reserve receives this same rate of allocation on any TOT received above the adopted budget for the fiscal year. Below is a reconciliation of the tourism reserve for FY23-24. This reconciliation includes a carryover of \$350,000 from the prior year and previous Town Council action in FY23-24. On October 5, 2022, Town Council authorized \$300,000 from this reserve be allocated to a three-year sponsorship agreement with the LA Kings; \$100,000 remains in carry over. In September 2024, the Town Council authorized \$200,000 for a Destination Management Plan from these available funds. The reserve balance of \$1,553,981 remains available for Town Council allocation. Staff is recommending \$1.3M of those available funds be allocated to Housing Now! Parcel phase 3 or small site development to support home ownership in the 150% - 200% AMI. The narrative for this allocation was described above where a similar recommendation was made from available General Fund and Housing Reserve. In total, staff is recommending \$3.5M for this important Housing Now! initiative.

Tourism Reserve

As of June 30, 2024

Item	Amount
FY22-23 Tourism Reserve Fund Balance	\$ 1,137,147
General Fund Contribution - Tourism FY23-24	
General Fund TOT Budget = \$18,000,000	
Tourism Allocation (revenue) calculated as +\$18.0M / 13 *2.35 =	\$ 3,253,846
	\$ 3,253,846
Excess TOT \$9,666,700 over budget provided additional allocation	\$ 1,747,442
Total FY23-24 General Fund Revenue for Tourism	\$ 5,001,288
Expenditures:	
Mammoth Lakes Tourism Contract	\$ 1,725,000
Housing NOW! - Program Support - Transferred to Fund 245 - Housing Programs	\$ 1,093,800
Budget Transfer - Unallocated Tourism Revenue (\$868,800)	
Rental Subsidy - year 1 - 50% (\$225,000)	
MLT Payment for Air Service Subsidy	\$ 450,000
Payment to Chamber of Commerce	\$ 300,000
OCR World Championships - Community Support	\$ 200,000
Tree Lighting - Capital Projects	\$ 115,000
MLT Payment for Trail Hosts	\$ 100,000
MLT Payment to LA Kings per contract	\$ 100,000
Litigation Support	\$ 63,654
MLT Payment to Fish Stocking	\$ 50,000
Street Animation - Snowflakes	\$ 27,000
TOML for Clerk Services	\$ 10,000
	\$ 4,234,454
Tourism Expenditures FY23-24	\$ 4,234,454
Projected Tourism Reserve Fund Balance	\$ 1,903,981
Carry over or Anticipated Items	
New LA Kings Sponsorship agreement for CRC - Using Carry over from previous contract	\$ 100,000
Litigation Reserve	\$ 50,000
Destination Management Plan (4th qtr review)	\$ 200,000
	\$ 350,000
Available Tourism Reserve Fund Balance	\$ 1,553,981
Staff Recommendation	
Housing Now! - Small Site Development - Home Ownership 150% - 200% AMI	\$ 1,300,000
Available Housing Reserve Fund Balance	\$ 253,981

Other Key Funds

Fund 105 – Emergency Response

In the fourth quarter of FY2019-20 the Town established a new fund, 105 – COVID-19 Response, to track the funding used to fight this health emergency. There were a number of revenue sources used to start the fund and staff have tracked the expenses and reimbursement through this fund. In 2022 staff renamed this fund for use on all emergency response accounting. The current balance of \$74,022 is a combination of general fund support and reimbursement from various agencies. Below is a reconciliation of this fund for the prior year as expenses and reimbursement were realized from the winter storm 2023 response. Staff recommends the fund balance remain in this fund for future emergency response that may be necessary.

Emergency Response

As of June 30, 2024

Item	Amount
FY22-23 Emergency Response Fund Balance	\$ 54,345
Revenue	
Insurance Reimbursement	\$ 1,236,536
Transfers in	\$ 136,000
FEMA Reimbursement	\$ 21,304
State Grant - Emergency Response	\$ 5,326
Total FY23-24 Revenue for Emergency Response	\$ 1,399,165
Expenditures:	
Storm Road Repair	\$ 598,359
Storm Traffic Signal Repair	\$ 418,826
Storm Airport Emergency Repair	\$ 213,751
Special Operational	\$ 75,265
Storm Emergency Response	\$ 73,287
	\$ 1,379,488
Total FY23-24 Expenditures for Emergency Response	\$ 1,379,488
Projected Fund Balance for Emergency Response	\$ 74,022
Carry over or Anticipated Items	\$ -
Available Fund Balance for Emergency Response	\$ 74,022

Fund 205 – Solid Waste

The Solid Waste Fund accounts for restricted revenues related to providing solid waste related services and programs and was established in FY18-19. The majority of the solid waste programs and services are provided by Mammoth Disposal under a Solid Waste Franchise Agreement. Solid Waste Parcel fees levied in Mono County were previously shared with the Town to assist in post closure costs of the Benton Crossing Landfill; however, in FY21-22 the agreement expired and no funds from this parcel tax were shared with the Town in FY23-24. Staff has negotiated a new agreement that will return a portion of the revenue to the Town in FY24-25. This fund has an available balance of \$1,093,701 with no carryover commitments. These funds are restricted in use to support recycling efforts and solid waste related services.

Solid Waste Fund 205

As of June 30, 2024

Item	Amount	
FY22-23 Solid Waste Fund Balance	\$	902,296
Revenue		
Cal Recycle Grant	\$	210,352
AB939 Fee Collected (Recycling) - Waste Connection	\$	134,128
Interest on Investments	\$	39,566
Facility Rental	\$	14,400
Total FY23-24 Revenue for Solid Waste	\$	398,446
Expenditures:		
Disposal Fees	\$	93,821
Recycling	\$	48,686
Special Operational	\$	34,473
Staff Time	\$	11,942
Sierra Business Park - Owners Association - HOA	\$	9,948
Machinery & Equip - Capital	\$	5,688
Education and Outreach	\$	1,583
Advertising & Legal Services	\$	900
	\$	207,042
Total FY23-24 Expenditures for Solid Waste	\$	207,042
Projected Solid Waste Fund Balance	\$	1,093,701
Carry over or Anticipated Items		
	\$	-
Available Solid Waste Fund Balance	\$	1,093,701

Fund 210 – Gas Tax

Gas Tax fund is designed to capture the cost of road maintenance and snow removal. As the name implies, the major source of funding is California State Gas Tax. The tax revenue covers approximately 50% of snow removal cost for the Town. In addition, some portion of tax revenue funds road projects and updates. The snow removal reimbursement is delayed a year as reporting and reconciliation is provided by the State. The Town will continue to budget a normal year for snow and a normal year for snow removal gas tax as to avoid a whipsaw effect of this variable revenue stream. In addition to the snow removal support, the engineering team has been busy this last year with significant road projects, some of which were funded from Gas Tax. The reconciliation below shows, in summary, the revenue and expenditures of this fund and any funds allocated by previous Town Council action have been moved to capital projects, meaning no carry over is identified. The current balance of \$2,425,424 is available for future road projects or up-front funding of a heavy snow year. There is no carry over items or staff recommendations for this fund.

Gas Tax - Fund 210

As of June 30, 2024

Item	Amount
FY22-23 Gas Tax Fund Balance	\$ 2,425,011
Revenue	
General Fund Support	\$ 3,388,020
Gas Tax - Snow Removal	\$ 1,724,600
Gas Tax - Road	\$ 230,958
Gas Tax - SB1	\$ 184,168
Snow Management & Charges for Services	\$ 123,097
Interest on Investments	\$ 115,163
Garage Services Support	\$ 72,119
Refunds and Rebates	\$ 57
Total FY23-24 Revenue for Gas Tax	\$ 5,838,183
Expenditures:	
Snow Removal	\$ 2,128,818
Winter Equipment - Garage	\$ 1,479,364
Street Maintenance	\$ 1,343,377
Summer Equipment - Garage	\$ 741,973
Garage Operations	\$ 144,239
	\$ 5,837,770
Total FY23-24 Expenditure for Gas Tax	\$ 5,837,770
Projected Gas Tax Fund Balance	\$ 2,425,424
Carry over or Anticipated Items	
	\$ -
Available Gas Tax Fund Balance	\$ 2,425,424

Fund 215 – Measure R Trails

This fund is one of two that account for our Measure R restricted funds. The revenue from this fund comes from an annual allocation from Measure R – Sales Tax. In addition to these annual commitments, an additional \$250,000 in one-time funds for capital projects were committed at Council direction in FY23-24. There is a planned use of fund balance with ongoing trails construction as outlined in the Trails System Master Plan. The plan includes concepts the team develops into prioritized projects. The available fund balance at the close of FY23-24 is \$842,947 with no identified carryover commitments.

Measure R - Trails - Fund 215

As of June 30, 2024

Item		Amount
FY22-23 Measure R - Trails Fund Balance	\$	526,758
Revenue		
Measure R - Support for Trails	\$	300,000
Measure R - Support Future Trail Construction	\$	250,000
Interest on Investments	\$	39,831
Total FY23-24 Revenue for Measure R - Trails	\$	589,831
Expenditures:		
Contract Work	\$	121,246
Staff Time	\$	114,097
Supplies	\$	25,533
Signage Maintenance	\$	10,254
Training & Meetings	\$	2,460
Membership Dues	\$	25
	\$	273,615
Total FY23-24 Expenditure for Measure R - Trails	\$	273,615
Projected Measure R - Trails Fund Balance	\$	842,974
Carry over or Anticipated Items		
	\$	-
Available Measure R - Trails Fund Balance	\$	842,974

Fund 216 – Measure R

This fund is one of two that account for our Measure R restricted funds. This fund provides debt service payments for the Community Recreation Center (CRC), support for the Town’s Office of Outdoor Recreation and other recreation related projects. In FY22-23, the Town requested funds that would normally support Whitmore and Trails End Park be transferred to Fund 858 in support of the CRC operations. This transfer of \$112,000 contributes to the operational expenses. The Town absorbed the expense previously committed from Measure R for the maintenance of those parks in the General Fund. The projected balance in this fund is \$3,172,993 with no carry over commitments. This remaining available fund balance remains open to MLR recommendation and Town Council action to commit to recreation-based projects.

Measure R - Fund 216

As of June 30, 2024

Item	Amount
FY22-23 Measure R Fund Balance	\$ 2,562,677
Revenue	
Sales Tax	\$ 2,189,571
Grant Reimbursement - MLR Sherwin Trail Planning	\$ 349,747
Interest on Investments	\$ 155,545
General Fund Support - Sherwin Trail Planning	\$ 50,000
Total FY23-24 Revenue for Measure R	\$ 2,744,863
Expenditures:	
CRC - Debt Service	\$ 613,482
Capital Project - CRC Interior	\$ 350,000
Measure R - Trails	\$ 300,000
Stantec Consulting Services	\$ 263,326
Measure R - Trails (Future Construction)	\$ 250,000
CRC - Operations Support	\$ 112,000
Mammoth Lakes Recreation	\$ 100,500
Measure R - Office of Outdoor Trails Manager	\$ 100,000
Measure R - Office of Outdoor Recreation Manager	\$ 25,000
Town Clerk Fees	\$ 10,000
Supplies - Recreation Programs	\$ 4,516
Audit Services	\$ 4,500
Salaries - Parks Maintenance	\$ 1,223
	\$ 2,134,547
Total FY23-24 Expenditure for Measure R	\$ 2,134,547
Projected Measure R Fund Balance	\$ 3,172,993
Carry over or Anticipated Items	
	\$ -
Available Measure R Fund Balance	\$ 3,172,993

Fund 217 – Measure U

This fund finished the year with a restricted fund balance of \$3,393,400 with some carryover commitments from prior Town Council action. The Town Council had previously committed \$2.5M to MACC construction. This original commitment was increased by \$300,000 as part of the FY22-23 budget review and again by \$300,000 for the FY23-24 budget allocation. As the MACC construction is getting closer to reality, Town Council made additional commitments of \$1.0M from available fund balance during the FY24-25 budget process. In total \$2.8M remains in the fund balance committed to this project. With the carryover considered, the remaining unallocated balance of \$593,400 remains

available to MLR recommendation and Town Council action to commit to mobility, recreation, and arts & culture-based projects.

Measure U - Fund 217

As of June 30, 2024

Item	Amount
FY22-23 Measure U Fund Balance	\$ 3,019,684
Revenue	
Utility Tax - Electricity	\$ 968,494
Utility Tax - Gas	\$ 240,119
Interest on Investments	\$ 221,683
Utility Tax - Telephone	\$ 79,074
Grant Refund	\$ 13,074
Total FY23-24 Revenue for Measure U	\$ 1,522,445
Expenditures:	
Programming Allocations	\$ 427,550
Capital Project - Outdoor Ampitheater	\$ 300,000
Capital Project - MACC	\$ 300,000
Measure U - Office of Outdoor Recreation Coordinator	\$ 75,000
Measure U - Office of Outdoor Recreation Manager	\$ 25,000
Measure U - Support Edison Theater	\$ 15,000
Audit Services	\$ 4,500
Recreation Supplies	\$ 1,638
	\$ 1,148,688
Total FY23-24 Expenditure for Measure U	\$ 1,148,688
Projected Measure U Fund Balance	\$ 3,393,440
Carry over or Anticipated Items	
Prior Allocation - Performing Arts Auditorium (MACC) construction	\$ 1,800,000
Allocation of FY24-25 Operational hold aside to MACC construction	\$ 300,000
Allocation of Fund Balance per FY24-25 adopted budget to MACC construction	\$ 700,000
	\$ 2,800,000
Available Measure U Fund Balance	\$ 593,440

Fund 220 – Airport Restricted Revenue Fund

This Restricted Revenue fund means that part of the funding revenue comes from charges to external users for goods and services. This fund receives support and ongoing commitment from the General Fund and FAA grant revenues. This fund consists of activity from Airport Operations, Air Subsidy commitments, as well as Airport Capital Projects. All funds transferred to the Airport remain in this fund, designated for future capital projects. In FY23-24, the operational support normally provided by General Fund was covered, in part, by the FAA grant funding. During the pandemic, the FAA generously

provided over \$3.2M in operational funding for MMH. In FY23-24, these contributions and the operational performance provided \$146,110, recommended for capital projects.

Fund Balance - Airport Restricted Revenue Fund

As of June 30, 2024

Fund 220 - Airport Operating Fund	Balance	
Operating Expenses	\$	1,519,419
Operating Revenue	\$	317,698
General Fund Allocation - Airport Operations	\$	943,007
General Fund Allocation - Maintenance and Equipment	\$	140,000
FAA Grant Operations ACRGP	\$	300,000
Interest	\$	104,823
Operating Revenue Total	\$	1,805,529
Carry over or Anticipated Items		
Airport Equipment - In transit	\$	140,000
Transfer to Capital Projects	\$	146,110
Operating Fund Balance	\$	-

The Town Council has contributed Tourism Reserve support for air service subsidy. Staff is accounting for this allocation in fund 220 as a committed fund balance. Below is a reconciliation of transactions for air service subsidy funded by the Town. The majority of subsidy is provided by Mammoth Lakes Tourism (MLT) with additional contributions made from partners like Inyo and Mono Counties.

Fund 220 - Air Service Subsidy	Balance	
Air Service Subsidy Balance - FY22-23	\$	500,000
Revenue		
Transfer in from Tourism Reserve	\$	450,000
Expenditures		
Air Subsidy - Advanced Air 23/24 Season	\$	300,000
Air Subsidy - BIH Winter 23/24 Season	\$	196,000
	\$	496,000
Air Subsidy Fund Balance	\$	454,000

The Airport performed extensive work on capital projects for FY23-24, working on six projects resulting in capital project expenditure of \$454,450. These projects are funded using AIP Grant Revenue, Restricted Passenger Facility Charge (PFC), and use of fund balance. The cumulative effect of this project work and grant revenue brings the capital reserve to \$1,735,415, with an overall fund balance of \$2,329,415.

Fund 220 - Airport Capital Projects		
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Prior Capital Reserve - FY22-23	\$	1,659,855
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Funding Sources - Capital Project Revenue		Amount
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AIP 48 - Grant - AWOS	\$	248,989
AIP 52 Terminal and GA Parking	\$	108,701
AIG 51 Accrual	\$	26,210
	\$	383,900

Excess Revenue from Operations (Transferred from Operations at	\$	146,110
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Funds Available for Projects	\$	2,189,865
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Project Description		Amount
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Staff Cost not tied to specific project	\$	6,251
AIP 48 - Relocate and Upgrade AWOS (Activity Code 94242)	\$	275,421
AIP 52 - Terminal and GA Parking Lot Reconstruction (Activity Cod	\$	36,645
AIP 23-02 - Multipurpose Building Design (Activity Code 94244)	\$	98,850
Advertising	\$	1,080
Undesignated Engineering Services	\$	4,818
Pavement Maintenance Analysis April 2024	\$	28,911
Sage Grouse Analysis	\$	2,475
Total Expenditures for Projects and Acquisitions	\$	454,450

Remaining Capital Reserve for future projects	\$	1,735,415
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Total Airport Fund Balance	\$	2,329,415
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Airport Fund Balance		
Operating Fund Balance - Carry Over	\$	140,000
Air Subsidy Funds	\$	454,000
Unrestricted Capital Funds	\$	1,735,415

Fund 245 – Housing Programs

The Housing Program fund has been used for several years to track grant funding for first time buyers and Mammoth Lakes Housing buyback program for deed restricted properties. In FY20-21, staff adjusted the fund to include other housing programs and has recommended that all housing related allocations be transferred to this fund for better tracking. With this change, along with a strong commitment to Town Council priorities to address community housing needs, Town Council has allocated unprecedented funding for this purpose. Staff has developed the Housing Now! Initiative which is a multi-program approach to meet local housing needs. This includes subsidized sales of deed restricted property, as well as acquisition of land for development, housing development and funding of partnership projects. The reconciliation below shows some traditional elements of the fund and additional General Fund contributions and their designated projects.

Housing Programs - Fund 245

As of June 30, 2024

Item	Amount
FY22-23 Housing Programs Fund Balance	\$ 13,959,444
Revenue	
Transfer In - General Fund	\$ 5,300,000
Transfer In - Tourism Reserve	\$ 1,093,800
Transfer In - Housing Reserve	\$ 810,694
Interest on Investments	\$ 650,204
In Lieu Affordable Housing	\$ 352,608
Bridge Loan Revenue 167 Meadow Lane #33	\$ 344,000
CDBG Grant Revenue	\$ 338,399
Bristlecone Apartments - Excess Cash Flow	\$ 172,211
Parcel Misc	\$ 27,778
Total FY23-24 Revenue for Housing Programs	\$ 9,089,694
Expenditures:	
Town Programs	
Town Program - Transfer to Capital Projects - Parcel	\$ 7,816,737
Town Program - 449 Sierra Manor Rd #12	\$ 666,983
Town Program - 1629 Majestic Pines Dr #91	\$ 561,921
Town Program - 1629 Majestic Pines Dr #101	\$ 473,172
Town Program - MLH Housing Project Innsbruck Lodge	\$ 400,000
Town Program - 362 Chaparral	\$ 353,796
Town Program - 377 Manzanita Purchase	\$ 353,248
Deed Restriction Monitoring	\$ 10,350
Town Program - Home Inspections	\$ 700
Town Program - Bigwood #91	\$ (877)
	\$ 10,636,030
CDBG	
CDBG - Salaries	\$ 71
CDBG - Home Buyer Assistance	\$ 144,550
CDBG - Playground - Park at the Parcel	\$ 194,709
CDBG - Grant Admin - MLH	\$ 8,538
	\$ 347,867
Total FY23-24 Expenditure for Housing Programs	\$ 10,983,897
Projected Housing Now! Fund Balance	\$ 12,065,241

Committed Elements of Fund Balance		
CDBG Program Income	\$	88,864
HOME Program Income	\$	190,305
Mammoth Lakes Housing - Access Apartments	\$	2,200,000
Bridge Program	\$	2,188,291
Revolving Loan Fund	\$	1,048,128
Employee Housing	\$	453,676
Creative Housing	\$	454,001
PLHA - Grant Program	\$	(198,000)
Placemates	\$	450,000
Housing NOW! Unallocated Program Funds	\$	5,189,976
Total Allocated in Fund Balance		\$ 12,065,241

Fund 858 – Fractional Mello Roos

This fund finished the year with a restricted fund balance of \$152,564. As the Community Recreation Center (CRC) completed its first year of operation, there were significant differences in the activity within this fund. This activity resulted in a growth of fund balance of \$110,000 for the year. As the CRC enters its second year of operation, staff expects a continued evolution of both revenue potential and refinement of operational expenses. To accommodate this evolving performance, staff is not recommending any allocation or adjustment to the fund balance.

Fractional Mello CFD 2004-1 - Fund 858

As of June 30, 2024

Item	Amount
FY22-23 Fractional Mello CFD 2004-1 Fund Balance	\$ 42,696
Revenue	
Operational - Fees and Charges	\$ 362,569
Tax Assessment	\$ 208,428
CRC Support - General Fund	\$ 123,678
CRC Support - Measure R	\$ 112,000
Corporate Sponsorship	\$ 75,000
Community Donations	\$ 27,850
Misc Revenue	\$ 7,625
Interest on Investments	\$ 4,899
Total FY23-24 Revenue for Fractional Mello CFD 2004-1	\$ 922,049
Expenditures:	
Community Recreation Center	
Staff Time	\$ 351,039
Public Utilities	\$ 130,717
Machinery & Equipment - Non Capital	\$ 80,142
Snow Removal	\$ 71,077
Consulting - Ice Rink Management	\$ 50,000
Supplies	\$ 32,760
Maintenance	\$ 30,879
Training & Printing	\$ 25,831
Equipment Maintenance Agreements	\$ 17,682
Misc Expenses	\$ 9,386
Advertising & Legal	\$ 7,490
Vehicle Charges	\$ 5,179
	\$ 812,181
Total FY23-24 Expenditure for Fractional Mello CFD 2004-1	\$ 812,181
Estimated Current Fund Balance for FY23-24	\$ 152,564
Carry over or Anticipated Items	
	\$ -
Estimated Available Fund Balance for Fractional Mello CFD 2004-1	\$ 152,564

Assessment Districts

These districts exist to provide a funding source for improvement projects and maintenance of the property within the special district. These districts are reviewed on an annual basis considering the total funds available and the anticipated projects or maintenance needs. NBS consulting group performs an annual review of each district in order to recommend district assessments based on projected needs for

the coming year. Below is a chart of the current assessment district and their individual balances as of June 30, 2024.

Fund Balance - Assessment Districts

As of June 30, 2024

Assessment District	Balance
Fund 850 - Juniper Ridge	\$ 63,006
Purpose - Maintenance of landscaping, ornamental street lighting, street signs, snow stakes , and the decorative walls at the entrance.	
Fund 852 - Bluffs	\$ (3,196)
Purpose - Debt Service for the development costs of the Bluff's Subdivision.	
Fund 853 - Bluffs Maintenance	\$ 515,651
Purpose - Roadway, drainage, sewer, power, street light, telephone, television cable and gas line improvements on streets within the Bluff's subdivision and between subdivision entrances.	
Fund 854 - North Village	\$ 674,048
Purpose - Debt Service for the District improvements include the installation, upgrade, construction, or reconstruction of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and appurtenant facilities.	
Fund 856 - Old Mammoth Road	\$ 743,348
Purpose - Maintenance of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and limited appurtenant services.	
Fund 857 - Village Benefit	\$ 698,687
Purpose - Maintenance of irrigation and landscaping, street lighting, streets, sidewalks and driveways, curb and gutter, drainage facilities, and snowmelt tubing systems and appurtenant facilities.	
Fund 858 - CFD 2004-01 (Fractional Use)	\$ 152,564
Purpose - Finance the costs and expenses of providing enhanced services and facilities to the Town including police protection services, criminal justice, recreation program operations and maintenance, library services, museums, cultural facilities, parks, parkways and various other facilities and equipment.	
Fund 859 - DIF in Lieu Mello Roos Tax	\$ 28,508
Purpose - Developer's have the option to pay an annual assessment rather than pay Development Impact Fees upfront. These fees may be used for public benefit facilities. The Town currently has one property within this assessment district.	

Assessment District	Balance	
Fund 860 - Transit Facilities	\$	98,587
Purpose - Contributes to the town-wide transit system.		
Fund 861 - Mammoth View	\$	87,588
Purpose - The improvements maintained by the District include Viewpoint Road, the Viewpoint condominium emergency access area located to the north of the Viewpoint condominiums, sidewalks fronting the District along Main Street, Mountain Boulevard, and Alpine Circle, and appurtenant facilities.		
Fund 862 - TOML Maintenance CFD	\$	44,058
Purpose - To finance the costs of plowing and removal of snow, and maintenance of curbs/sidewalks, landscapes and streetlights and related appurtenances, within or adjacent to the CFD		

Development Impact Fee Accounts

Development Impacts Fees continue to be recorded through the permit process within the Community Development Department. All funds collected are restricted for specific use intended under the Development Impact Fee schedule. The Town has experienced a growth in construction resulting in significant permit revenue for the Town. Below is the balance of each account as of June 30, 2024.

Fund Balance - DIF Accounts

As of June 30, 2024

The Development Impact Fees have been adopted to defray the cost of new development impacts on existing infrastructure that cannot be accommodated by the existing community. The fees are only for the reasonable incremental cost of new facilities that are required as the result of new development.		
Developmental Impact Fees	Estimated Fund Balance (Year End)	
Fund 830 - DIF Town Admin Overhead	\$	169,350
Purpose - This fee covers the cost of general administration of the article and any resolution adopted pursuant hereto. Administrative overhead includes, but is not limited to, performance of accounting tasks associated herewith, supervision and handling of funds, preparation and/or updating of master facilities plans, capital financing plans, justification reports and special studies related to development impact fee funded projects.		
Fund 831 - DIF General Facilities & Equipment	\$	393,517
Purpose - A development impact fee is established for general facilities, vehicles, equipment, and new town administrative offices.		
Fund 832 - DIF Law Enforcement	\$	10,011
Purpose - A development impact fee is hereby established for police facilities, vehicles, and equipment.		

Developmental Impact Fees	Estimated Fund Balance (Year End)	
Fund 833 - DIF Storm Drains	\$	342,433
Purpose - A development impact fee is established for storm drainage facilities.		
Fund 834 - DIF Parks and Recreation	\$	293,877
Purpose - A development impact fee is established for park land, parks, and recreation facilities.		
Fund 835 - DIF MCOE - Library	\$	308,358
Purpose - The Town collects the fees on behalf of the MCOE and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 836 - DIF Streets & Circulation	\$	150,842
Purpose - This fee is the pro-rata share for new development for street infrastructure projects to maintain a circulation level LOS D for streets and intersections as described in the General Plan EIR.		
Fund 837 - DIF MCOE Childcare	\$	9,148
Purpose - The Town collects the fees on behalf of the MCOE and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 838 - DIF Fire Facilities, Vehicles & Equipment	\$	71,251
Purpose - This fee is for new apparatus and Fire Station. The Town collects the fee on behalf of the Mammoth Lakes Fire Protection District and the Town does not have jurisdiction over the amount or use of the fee.		
Fund 838 - Airport Improvements	\$	15,710
Purpose - This fee is for updates to Airport facilities to support additional population. The Town no longer collects the fee per the 2015 DIF Study. Recommend the existing balance be used for a suitable project.		
Fund 840 - Public Art	\$	70,746
Purpose - This fee is to develop and maintain a visual arts program for residents and visitors, adding economic vitality to the community. This fee has been temporarily reduced since 2015 to provide staff time to evaluate and update the program.		
Fund 841 - DIF Transit & Trails	\$	733,286
Purpose - A development impact fee is established for trail construction and transit facilities.		

Fund 910 – Garage Services

The Vehicle Service Fund, also referred to as the Garage, is used to track cost of maintenance for our vehicle fleet. The garage staff is comprised of four mechanics, two mechanic trainees, and one fleet superintendent. The staff maintains all vehicles in the Town's fleet, including most repairs, fuel, and periodic maintenance. When work is performed on a vehicle, the department where that vehicle is assigned will be charged the cost of repair including staff time. This type of an account is known as internal service fund where expenses are covered by work performed for other departments. Typically,

the cost charged for services covers the expense incurred in Fund 910. There are two significant occurrences in this fund for FY23-24. The first is a full rebuild software that tracks both maintenance work and parts inventory. As a part of this project, staff rebuilt the inventory and removed any obsolete parts that remained in inventory resulting in a shrink associated with this purge. The second significant factor was the analysis of billing rate that occurred as part of the budget process for FY24-25. The previous billing rate of \$108 per hour had not been updated in several years. As a result, the cost of operating this department was not being recouped through the normal billing process. The rate has subsequently been increased to \$125 per hour starting in July 2024. Below is a reconciliation of all activity in this fund for FY23-24.

Garage Services - Fund 910

As of June 30, 2024

Item	Amount
FY22-23 Garage Services Fund Balance	\$ 3,316,208
Revenue	
Garage Services - ESTA	\$ 577,098
Garage Services - County	\$ 30,544
Garage Services - MLFPD	\$ 49,096
Garage Services - Schools	\$ 100,067
Garage Services - Round Valley	\$ 6,154
Internal Departments - Charges for Services	\$ 440,416
Interest on Investments	\$ 116,583
Total FY23-24 Revenue for Garage Services	\$ 1,319,957
Expenditures:	
Staff Time	\$ 1,080,516
Fuel	\$ 412,018
Parts	\$ 335,785
Facility & Training	\$ 99,576
Supplies & Uniform	\$ 12,366
Machinery & Equipment - Non Capital	\$ 39,800
	\$ 1,980,061
Total FY23-24 Expenditure for Garage Services	\$ 1,980,061
Projected Garage Service Fund Balance	\$ 2,656,105
Allocated Items	
Fuel & Parts Inventory	\$ 760,082
Accounts Receivable	\$ 199,851
Contracts and Long Term Liability	\$ 655,935
	\$ 1,615,868
Unallocated Garage Services Fund Balance	\$ 1,040,237.45

Fund 915 – Vehicle Replacement Fund

The vehicle replacement fund was new for FY21-22, separating vehicle replacement from garage services. This change was made to separate two diverse but equally important motor pool functions and provide clarity on the cost of operations for the unit. The vehicle replacement portion supports the purchase of a replacement vehicle once the existing piece of equipment has reached end of useful life. This is accomplished using a calculation to estimate required annual set aside to cover future replacement costs based on expected lifespan, original vehicle costs and annual CPI increases. The vehicle is assigned to a division which charges specific funds and departments who use the vehicle.

In FY23-24, the Town paid off all outstanding debt borrowed from this fund. That simplified the balance, removing any outstanding debt that was being held against the vehicles and only available cash remains in the accounting.

Vehicle Replacement - Fund 915

As of June 30, 2024

Item	Amount
FY22-23 Vehicle Replacement Fund Balance	\$ 10,837,779
Revenue	
Vehicle Replacement Charges	\$ 922,674
General Fund - Debt Payment Transfer In	\$ 501,977
Interest on Investments	\$ 273,364
General Fund - Addition to Fleet	\$ 160,000
Refunds & Rebates	\$ 70,000
Sale of Fixed Assets	\$ 5,903
Total FY23-24 Revenue for Vehicle Replacement	\$ 1,933,919
Expenditures:	
Vehicle Purchases	\$ 2,571,393
Additions to the Fleet	\$ 272,578
	<u>\$ 2,843,972</u>
Total FY23-24 Expenditure for Vehicle Replacement	\$ 2,843,972
Projected Vehicle Replacement Fund Balance	\$ 9,927,726
Allocated Items	
Vehicle Replacement	\$ 9,927,726
Unrestricted Cash - (\$9,927,725.66)	
Outstanding Balance - Internal Loan - (\$0)	
	<u>\$ 9,927,726</u>

Fund 980 – Future Capital Reserve

This fund was created in FY23-24 by separating elements of Fund 990. In previous years, fund 990 contained both debt service activities and a fund balance for future capital. As the complexity of tracking in future capital has increased, a separation of these elements has become necessary. To accomplish this separation, the fund balance committed for future capital was transferred from fund 990 to fund 980 in FY23-24. Below is a reconciliation of these activities as well as the specific elements contained in the balance. While these elements may be committed, they may be reallocated based on Town Council direction.

Future Capital - Fund 980

As of June 30, 2024

Item	Amount
FY22-23 Future Capital Balance	\$ -
Revenue	
Transfer In - Fund 990 - Creation of Fund	\$ 8,281,271
Total FY23-24 Revenue for Future Capital	\$ 8,281,271
Expenditures:	
Debt Service Payment - MLLA Settlement	\$ -
	\$ -
Total FY23-24 Expenditure for Future Capital	\$ -
Future Capital Fund Balance	\$ 8,281,271
Allocated Items	
Town Facility Damage	\$ 1,627,250
Future Capital - Undesignated	\$ 3,813,019
Capital Project Contingency	\$ 1,000,000
TBID Project Match	\$ 500,000
Child Care - Set aside funding.	\$ 400,000
SHARP Project	\$ 101,530
Parks Deferred Maintenance	\$ 42,612
Capital Funds - Dog Park project - use of Future Capital	\$ 252,523
Solid Waste - Capital Project	\$ 365,445
Creating Future Capital Fund Bond Reserve	\$ 178,892
	\$ 8,281,271
Unallocated Future Capital Fund Balance	\$ -

Fund 990 – Debt Service

With the adjustment noted above, this fund is now designated only to pay our annual debt service requirements. The majority of the debt service payments are from the General Fund; however, both Measure R and Measure U contribute to debt service annually. The required funds are transferred into fund 990 and all payments are made from the same account. The reconciliation below shows some activity remaining from FY23-24 that were intended for future capital. The remaining balances were transferred to fund 980 as noted above. In future years, the reconciliation should be simplified to show only transfers in and payments out for debt service activity. There is a remaining balance in Fund 990 associated with the debt defeasance of the police facility. This is due to timing as the funds were available in FY23-24 but not expended until FY24-25.

Debt Service - Fund 990

As of June 30, 2024

Item	Amount
FY22-23 Debt Service Balance	\$ 5,445,560
Revenue	
Transfer In - GF - Debt Payment MLLA Settlement	\$ 2,000,000
Transfer In - GF - Future Capital - Undesignated	\$ 1,671,900
Transfer In - GF - Town Hall Bond Reserve	\$ 1,450,000
Transfer In - GF - Town Hall Bond Payment Reserve	\$ 1,335,000
Transfer In - Measure R - Multi Use Facility	\$ 613,482
Transfer In - GF - Debt Payment - Vehicle Loan	\$ 340,000
Transfer In - GF - Debt Payment - Police Facility	\$ 314,900
Transfer In - GF - Debt Defeasance - Police Facility	\$ 165,000
Franchise Fee - Solid Waste	\$ 128,651
Interest Income	\$ 10,658
Transfer In - GF - Loan Fees and Monitoring	\$ 5,000
Total FY23-24 Revenue for Debt Service	\$ 8,034,590.32
Expenditures:	
Transfer Out - Separation of Future Capital Fund 980	\$ 8,281,271
Debt Service Payment - MLLA Settlement	\$ 1,871,109
Debt Service Payment - Multi Use Facility	\$ 613,482
Transfer Out - Vehicle Loan	\$ 340,000
Debt Service Payment - Police Facility	\$ 315,846
Transfer Out - Capital Project Closeout	\$ 104,850
Loan Fees	\$ 8,320
	\$ 11,534,878
Total FY23-24 Expenditure for Debt Service	\$ 11,534,878.03
Projected Debt Service Fund Balance	\$ 1,945,272.28
Allocated Items	
Debt Defeasance of PD building - July 2024	\$ 1,424,870
Debt Reserve for FY24-25	\$ 353,345
Debt Defeasance of PD building - July 2024	\$ (154,327)
Accounts Receivable	\$ 11,322
2017 Judgement (Debt Service)	\$ 1,409
Unallocated Debt Service Fund Balance	\$ (0.00)

Conclusion

The Town of Mammoth Lakes remains in a strong financial position from the continued revenue growth provided by visitation and conservative budget practices to provide strategic funding for one-time projects. This fiscal discipline remains the cornerstone of our success and ability to invest in our community.

OPTIONS ANALYSIS

Option 1: Staff recommends the Town Council receive the pre-audit actual financial presentation for Fiscal Year 23-24 and adopt the resolution amending the FY24-25 budget as recommended on Attachment A.

Option 2: Council provide alternate direction on staff recommendations and direct staff to bring back appropriately amended budget adjustments for future Council adoption.

FINANCIAL CONSIDERATIONS:

The Town has adequate resources to meet unknown financial needs, including reserve funds that are committed to specific work program areas. All these actions are taken together to meet the needs of the Town in providing public services.

FY23-24 Financial Results

Fund Balances

Rob Patterson

Town Manager

November 20, 2024



Mammoth Lakes™

CALIFORNIA

Fund 100 - General Fund

Fund Balance - General Fund

As of June 30, 2024

Fund 100 - General Fund	Balance
Total Fund Balance as of 6/30/2023	\$ 15,058,115
Net change to fund Balance from FY23-24 Activity	\$ 2,602,266
Projected Fund Balance as of 6/30/2024	\$ 17,660,381
Reserve for Economic Uncertainty (REU) - Committed	\$ 6,343,767
Operating Reserve (OR) - Committed	\$ 1,500,000
Debt Reserve (DR) - Committed	\$ 1,100,000
Housing Reserve - Assigned	\$ 1,331,817
Transit Reserve - Assigned	\$ 2,635,231
Tourism Reserve - Assigned	\$ 1,903,981
Unrestricted Fund Balance FY23-24	\$ 2,845,586

FY22-23 – Carry Over Commitments

Reserve Account Carry Over Commitments FY23-24	
Item	Amount
Housing Reserve - Carry Over - Detail included in Housing Reserve Reconciliation	\$ 10,000
Transit Reserve - Carry Over - Detail included in Transit Reserve Reconciliation	\$ -
Tourism Reserve - Carry Over - Detail included in Tourism Reserve Reconciliation	\$ 350,000
	\$ 360,000

Carry Over Commitments FY23-24	
Item	Amount
ESCCRP - Fuel Reduction Project - 100-413-43031	\$ 150,000
Total Carry over from prior year	\$ 150,000
Available Fund Balance from FY23-24 Activity	\$ 2,695,586

Staff Recommendations



Future Capital - (\$1,350,000) MACC Construction -This is required to fund the additional cost of construction if this project is required to be built to higher standards for schools construction. Construction costs could be as much as 30% more if required.



Housing Now! Programs - (\$1,000,000) Small Site Development - General Fund contribution to accumulate funds for a larger project to develop home ownership opportunities for workforce in the 150% - 200% AMI.



Housing Now! Programs - (\$1,300,000) Small Site Development - Tourism Reserve contribution to accumulate funds for a larger project to develop home ownership opportunities for workforce in the 150% - 200% AMI.



Housing Now! Programs - (\$1,200,000) Small Site Development - Housing Reserve contribution to accumulate funds for a larger project to develop home ownership opportunities for workforce in the 150% - 200% AMI.

Staff Recommendations



Police Recruits - (\$145,000) This request will provide cost of salary, tuition, room and board to send three recruits through the police academy.



Maintenance Contract - (\$75,000) Landscaping - This request will provide total funding to maintain new main street landscaping and work at the Park at the CRC. This amount is for FY24-25 only.



Airport Equipment - (\$125,000) Funds will assist in the purchase of one Ford F250 pickup and one large SUV for command vehicle at the airport.



Bus Fleet Replacement - (\$2,300,000) ESTA is combining multiple funding sources to replace 6 large busses that operate in the Town of Mammoth Lakes. This contribution is funded from our Transit Reserve.

Staff Recommendations

Staff Recommendations

One Time Funding and Project Recommendations

Item	Amount
Future Capital - MACC for DSA oversight	\$ 1,350,000
Housing Now! - Small Site Development - Home Ownership 150% - 200% AMI	\$ 1,000,000
3 Recruits through the Police Academy	\$ 145,000
Maintenance Contract for Main Street (FY24-25 only)	\$ 75,000
Airport Equipment (Pickup Truck and Command Vehicle)	\$ 125,000
Total One Time Funding and Project Recommendations	\$ 2,695,000
Total Staff Recommendations	\$ 2,695,000
Remaining Unassigned Fund Balance FY23-24	\$ 586

BUDGET TRANSFER
FY24-25 - 1st Qtr Budget Amendment

Date 11/20/2024

Requested By: Rob Patterson
 Department: Finance

<u>Account Name</u>	<u>Fund-Dept-Account</u>	<u>Activity</u>	<u>CR</u>	<u>DR</u>	<u>DR</u>	<u>CR</u>
			<u>Revenue</u>	<u>Revenue</u>	<u>Expense</u>	<u>Expense</u>
			<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
1 Future Capital - MACC for DSA Oversight	980-000-39999		1,350,000			
2 Housing Now! - Small Site Development	245-000-39999	83176	1,000,000			
3 Staff Recommendations	100-599-49999				2,350,000	
4 3 Recruits through the Police Academy	100-420-43150				145,000	
5 Maintenance Contract for Main Street	210-458-43031				75,000	
6 Airport Equipment	220-471-48200				125,000	
7 Staff Recommendations	100-599-49999					
8 Housing Reserve - Housing Now! Small Site	100-445-49999				1,200,000	
9 Tourism Reserve - Housing Now! Small Site	100-480-49999				1,300,000	
10 Housing Now! - Small Site Development	245-000-39999	83176	2,500,000			
11 Capital Funding for Bus Replacement	100-475-43031				2,300,000	
12						
13						
14						
15						

Political Commitments (Not Captured Above)

Reason for Transfer:

Fund Balance Adjustments

Reason Budget Available:

Carryover to new fiscal year.

Funding Source

Prior year unexpended funds.

Department Head Signature:

Town Manager or Administrative Services/Finance Director Signature:

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

RESOLUTION NO. 24-

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA,
ACCEPTING THE MID-YEAR UPDATE AND AMENDING THE FY2024-25 BUDGET**

WHEREAS, the Town Council has adopted a Fiscal Year 2024-25 Budget; and

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

WHEREAS, the Town Council received an update from the Town Manager at the November 20th Town Council meeting regarding the pre-audit fund balance for FY23-24 ending June 2024; and

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

NOW, THEREFORE, BE IT RESOLVED that the Town Manager is hereby directed to make the following modifications to the FY2024-25 budget, as provided for in Attachment A.

APPROVED AND ADOPTED THIS 20th day of November 2024

Bill Sauser, Mayor

ATTEST:

JAMIE GRAY, Town Clerk

TOWN COUNCIL STAFF REPORT

Title: Town Council Strategic Planning Series – Core Services.

Meeting Date: November 20, 2024

Prepared by: Rob Patterson, Town Manager
Pam Kobylarz, Assistant to the Town Manager
Stuart Brown, Parks and Recreation Director | PIO

RECOMMENDATION:

Receive presentation of Town Core Services from staff and provide consensus comments or direction regarding the 2025 Strategic Planning Series.

BACKGROUND:

On November 6, 2024, the Town Council began the Strategic Planning Series with the goal of adopting a one-page statement defining the Council’s Strategic Priorities and Key Objectives for 2025.

The order and outline of the planned Strategic Planning Series are as follows:

- ~~November 6, 2024 – Overview of Strategic Planning Series and review of public comments received from the Town’s 40th Anniversary Visioning Exercise~~
- November 20, 2024 - Town Core Services Update
- December 4, 2024 - Review 2023 Town Council Strategic Priorities and Key Objectives
- December 18, 2024 - Presentation and review of large policy items
- January 22, 2025 - Strategic Planning Workshop to discuss and determine 2025 strategic priorities.

The first session of the Strategic Planning Series was the review of public comments received at the Town’s 40th Anniversary as part of the Town’s visioning exercise on November 6 where the Council provided comments and recommendations to staff. The second session is a presentation and review of the Town’s Core Services.

The Town’s Core Services are categorized as ‘mandated,’ ‘essential’ or ‘important’ and are identified in this report and detailed in Attachment A.

Many of the Town Core Services are mandated, meaning they are required of the Town by State and/or local laws and policies. Some examples of mandated items include preparation and approval of an annual budget, enforcement and maintenance of the Town’s Municipal Code, and processing of payroll. The other services have been identified as either ‘essential’ or ‘important.’

Essential services are not legally required but are critical to the operation of the Town and have value to the community and are important to residents by enhancing quality of life. These include providing year-round recreation programs for all ages and abilities; operating the Community Recreation Center (CRC), Whitmore Pool, new Pickleball Complex, maintaining the Town's multi-use paths; parks; sidewalks and other facilities, and repairing minor street issues including annual restriping.

Important services are additional services provided by Town staff that work to support the type of inclusive and supportive community that we want to provide for our residents and visitors. Important services are things such as winter snow patrol, community events (Halloween, Tree Lighting Ceremony, Easter Egg Hunt) and providing assistance (such as providing sandbags) to the public during severe winter storms.

In this report, Staff have prepared detailed information on the scope and breadth of the existing Core Services. Understanding the commitment of current resources to meet the ongoing operational efforts of the Town is important as the Council looks to define near-term priorities. Balancing the need to provide Core Services and the desire to invest time and additional limited resources in other projects, programs and services is an ongoing challenge for the Council and Staff.

ANALYSIS:

Town Operational Structure:

The Town organization consists of the following departments: Administration, Finance, Community and Economic Development, Parks and Recreation, Office of Outdoor Recreation, Public Works/Parks Maintenance, Airport, and Police. Each department is responsible for numerous functions that work to achieve the Town's Core Service categories. All of the Town's functions fall within one of three categories: administrative/internal operations, regulatory compliance, and services and facilities.

A. **Administrative and internal operations** are those functions and services that are required for the Town to function as an efficient and effective organization. These include:

- Employee Support
- Budget and Fiscal Responsibility
- Operational Management
- Town Council Support and Records Management

B. **Regulatory compliance** ensures that the Town is both complying with all applicable local, state, and federal regulations, as well as enforcing its own laws, Municipal Code, and policies. These functions include:

- Municipal Code and Policy Implementation
- Planning and Development

- Regulatory Compliance
- C. **Services and facilities** consist of the public services and facilities that the Town provides and maintains for our residents and visitors. These include:
- Airport
 - Community Services
 - Facilities and Infrastructure
 - Public Safety

Town staff have historically been successful at accomplishing these Core Services and functions, along with numerous additional projects, with existing resources. Although staff is generally able to adjust its workload to accommodate unanticipated or opportunistic work program assignments, this can be challenging and can result in a number of Core Service areas not receiving adequate attention. Some examples of areas that have not had sufficient attention at times are oversight of franchise agreements and the NGO contracts, mandate compliance, deferred maintenance, USFS permit management, inter-governmental relations, community building, police services, and staff leadership development.

Staff are capable of accomplishing tasks as directed by Town Council, provided adequate resources are allocated. All functions require resources, which are finite and limited. As Council reviews the Core Services and works to determine additional priorities, the resources available to work on these items also need to be considered. Resources come in many forms, and a combination of resources is generally required to conduct Town business. Resources can include talented staff, monetary support, time, NGOs, consultants, grants, technology, and equipment.

The Town currently provides a wide range of Core Services and functions. These are listed in detail in Attachment A and a brief discussion of each Core Service category is provided below. These functional areas are defined as necessary to meet the existing operations of the Town thereby being our “Core Services.”

Airport: The Town owns and operates Mammoth Yosemite Airport, which accommodates seasonal scheduled charter air service, as well as general aviation. There are many ongoing work items related to the airport, including safety and grant administration and compliance with FAA guidelines. The Town is also responsible for performing ongoing maintenance duties and maintaining appropriate documentation to maintain Part 139 Certification, which allows the airport to have commercial air service.

Budget and Fiscal Responsibility: To ensure the appropriate use of public funds and government transparency, responsible fiscal and budget oversight is imperative. The Town is responsible for the preparation and administration of an annual budget, which requires participation from every Town department. Prudent financial management practices are developed and implemented, such as setting reserve levels, annual audits, managing ongoing cost increases, leveraging grant funding, and being able to respond to unforeseen needs or emergencies. There are also standard administrative duties, such as accounts

payable, accounts receivable, and daily cash balancing. The Town performs specialized financial duties, including tax collection, issuance of business tax certificates, and enforcement of transient rentals and transient occupancy tax collection.

Community Services: The Town provides a wide array of community services that contribute to making Mammoth Lakes a great place to live, work and play. It is well documented that having access to quality parks and recreation services improves physical and mental health, reduces crime and violence, increases access to healthy foods, builds community and boosts economic activity. The fundamental purpose of the Parks and Recreation Department is to deliver on these community values and provide multi-purpose, year-round, indoor, and outdoor recreation opportunities accessible to all residents and visitors.

The Office of Outdoor Recreation (OOR) is tasked with providing accessible, sustainable, and high-quality recreational opportunities for community members and visitors alike with a specific focus on the interface of Town and adjacent public lands. The OOR leverages voter approved Measure R and U funding to maintain and enhance trails along with other recreational infrastructure while implementing the necessary stewardship mechanisms to ensure enjoyment by future generations.

The Police Department provides many services for the community such as a full-time School Resources Officer (SRO), conducts Lakes Basin patrols, offers Livescan services and supports and assists in the implementation of community events and programs.

Employee Support: As with any successful organization, time and energy needs to be committed to supporting and developing employees. This includes recruitment and hiring of new employees, as well as dealing with personnel issues that may arise. It also includes supporting employees when they have questions, processing payroll, and administering the employee contracts and benefits. The Town is required to conduct a variety of mandated trainings as well as focused training on staff education and development.

Facilities and Infrastructure: The Town owns and operates several facilities, including those on Town-managed or leased lands, as well as being responsible for all of the Town's street, sidewalk, and storm water infrastructure. This includes maintenance of public facilities for public use and enjoyment such as parks, ball fields, restrooms, community center, bus shelters, tennis/pickleball courts and trails/MUPs. Maintenance of the Town's operational facilities, including the Community Recreation Center (CRC), Community Center, Police Station, Airport, Town Yard and Town Administrative Office is also required. As the Town continues to add facilities and assets, ongoing maintenance and management of these facilities will add to the Town's required work program. The largest capital investment is in pavement, which requires annual maintenance including rehabilitation and reconstruction of several streets and sidewalks. The construction of new sidewalks and related infrastructure is completed as funding allows.

Municipal Code and Policy Implementation: The Town is responsible for enforcing and implementing its Municipal Code. The Municipal Code governs, among other things, the

Town's Commissions, personnel system, and parks and recreation facilities. Active code enforcement efforts are critical to ensuring compliance with zoning and building requirements, including timely updates to the Municipal Code which was recently completed.

Operational Management: These efforts ensure smooth and efficient operations of the Town. It includes tasks such as supervising employees, ensuring staff has the necessary equipment needed to do their job, and day-to-day administrative office functions. It also includes fostering and maintaining partnerships with other agencies and overseeing contracts for services and the NGOs.

Planning and Development: The Town provides Planning and Development services to the community. This includes the processing of all applications for development, ranging from small home remodels or additions to use permits for large hotel projects and master plans to develop or redevelop larger areas. Plan reviews for compliance with building, fire and Town codes are also conducted. The Town is responsible for long-range planning efforts ranging from special plans directed by Council to updating the General Plan.

Public Safety: The Town provides mandated Police services to the community. This includes the full spectrum of Police services such as traffic and parking control and enforcement, patrol, responding to calls for service, reporting and investigating crimes, and handling wildlife calls. Public safety services also include snow removal and ensuring the streets are safe and passable for our citizens, along with required regulatory signage, signals, and crosswalks.

Regulatory Compliance: In addition to the Town's Municipal Code, there are a number of state and federal regulations that the Town must enforce and comply with. These include the Public Records Act, Americans with Disabilities Act (ADA), elections, ensuring Fair Political Practices Commission (FPPC) compliance, and solid waste mandates to name a few.

Town Council Support and Records Management: Supporting the Town Council, by providing information, preparing reports and agendas, and attending meetings is an important part of Staff's job. The Town is also responsible for maintaining all Town Council agendas, minutes, resolutions, and ordinances, along with many other Town records, consistent with the adopted Record Retention Schedule. Staff also provide similar support to the Planning and Economic Development Commission, the Parks and Recreation Commission, and the Board of Appeals/Building Advisory Committee. Additionally, Town Staff provide clerking services for a number of our NGO and other local partners.

Between day-to-day operations and the delivery of the Town's Core Services, along with several ongoing major Town projects (The Parcel, construction of Town Hall, Mammoth Arts and Cultural Center (MACC), staff has limited capacity and resources to take on additional functions or projects without additional resources. As Council moves to define

or update its strategic priorities, it should first review the Core Services described in this report.

STAFFING CONSIDERATIONS:

The vast majority of Staff time is spent conducting the Core Services of the Town, as defined in this report. Changes to this list of services may impact Staff's availability to work on other Council priorities, special projects, and assignments. Across departments there is less than 5-10% of time available for any significant level of new work program items. The available capacity is often committed to unanticipated or opportunistic short-term assignments or work programs. Staff continue to identify options to add capacity through operational efficiency, effectiveness in program delivery and innovation, reallocation of existing resources and the defining of additional resources.

FINANCIAL CONSIDERATIONS:

Significant financial resources are expended to support the Town providing Core Services. Resources are also needed to complete other items described in this report, and additional Town Council priorities.

CONCLUSION:

The purpose of this presentation is to provide an outline of the Core Services provided to our community. The ability to deliver those services depends on a balance of effective management, developing a strong cohesive team, and resource availability. Town Council should consider these requirements as they seek to enhance our service to the community through the development of Strategic Priorities and Key Objectives.

ATTACHMENTS:

- A. Detailed list of Core Services



Town of Mammoth Lakes

Core Services

Background

On November 6, the Town Council began the *Strategic Planning Series* with the goal of adopting a one-page statement defining the Council's Strategic Priorities and Key Objectives for 2025.

The order and outline of the planned Strategic Planning Series are as follows:

- **November 6** – ~~Overview of Strategic Planning Series and review of public comments received from the Town's 40th Anniversary Visioning Exercise~~
- **November 20** – Town Core Services Presentation
- **December 4** – Review 2023 Town Council Strategic Priorities and Key Objectives
- **December 18** – Presentation and review of large policy items
- **January 22, 2025** – Strategic Planning Workshop to discuss and determine 2025 strategic priorities.

Traditional Town Core Services

The Town's Core Services are categorized as 'mandated,' 'essential' or 'important' and are identified in this report and detailed in Attachment A.

- ▶ **Mandated** – required of the Town by State and/or local laws and policies
- ▶ **Essential** – services are not legally required, but are critical to the operation of the Town
- ▶ **Important** services are additional services provided by Town staff that work to support the type of community environment that we want to provide for our residents and visitors

Three Core Service Areas

The Town organization consists of the following departments: Administration, Airport, Finance, Community and Economic Development, Parks and Recreation, Office of Outdoor Recreation, Public Works/Parks Maintenance, and Police.

Each department is responsible for numerous functions that work to achieve the Town's Core Service categories. All of the Town's functions fall within one of three categories:

- ▶ **Administrative and internal operations**
- ▶ **Regulatory compliance**
- ▶ **Services and facilities**

Administrative and Internal Operations

- ▶ **Budget and Fiscal Responsibility**
- ▶ **Employee Support**
- ▶ **Operational Management**
- ▶ **Town Council Support and Records Management**

Regulatory Compliance

- ▶ **Planning and Development**
- ▶ **Municipal Code and Policy Implementation**
- ▶ **Regulatory Compliance**

Services and Facilities

- ▶ **Community Services**
- ▶ **Airport**
- ▶ **Facilities and Infrastructure**
- ▶ **Public Safety**

Town Work Program

- ▶ Day-to-day operations
- ▶ Major projects and initiatives
- ▶ Grant and contract management
- ▶ Capital Improvement Program (CIP)
- ▶ Emerging projects

Summary

- The vast majority of staff time is spent conducting the Core Services of the Town.
- Changes to this list of services may impact Staff's availability to work on other Council priorities, special projects, and assignments.
- Across departments there is less than 5–10% of time available for any significant level of new work program elements. The available capacity is often committed to unanticipated or opportunistic short-term assignments or work programs.
- Staff continue to identify options to add capacity through operational efficiency, effectiveness in program delivery and innovation, reallocation of existing resources and the defining of additional resources.

Attachment A

Airport

Core Service	Level of Service	Department
Maintain documentation related to appropriate Federal Aviation Administration requirements for Part 139 Certification	Mandated	PW/Airport
Perform maintenance duties to maintain Part 139 Certification	Mandated	PW/Airport
Maintain documentation related to California Department of Transportation Division of Aeronautics	Mandated	PW/Airport
Provide training to employees related to FAA and State requirements	Mandated	PW/Airport
Maintain airside airport facility to enable general aviation use and use by first responders	Mandated	PW/Airport
Maintain documentation related to Airport Improvement Program Grants	Mandated	PW/Airport
Maintain landside facilities to enable safe access, parking and operations. (This is shown as essential rather than mandated solely because there is some leeway as to the level of service.)	Essential	PW/Airport
Prepare five year Airport Capital Improvement Program (ACIP) projections and coordinate with FAA regarding grant funding	Essential	PW/Airport
Plan, design and construct airport improvements – other than maintenance – to enable the airport to provide an ever-changing level of service in an ever-changing air service market	Important	PW/Airport

Budget and Fiscal Responsibility

Core Service	Level of Service	Department
Perform quarterly and year-end tax reporting	Mandated	Admin/HR
Perform Monthly Tax Collection; Administer Penalty and Interest on delinquent tax returns	Mandated	Finance
Open new business tax certificates and help businesses obtain license	Mandated	Finance
Issue Transient Occupancy Tax (TOT) certificates to all short-term rental businesses	Mandated	Finance
Develop and administer proper accounting controls to protect Town assets	Mandated	Finance
Daily bank deposits both cash and checks	Mandated	Finance
Facilitate annual financial audit performed by independent auditor	Mandated	Finance
Perform Accounts Payable functions weekly – providing timely payment of Town invoices	Mandated	Finance
Perform Accounts Receivable functions, monthly reporting and collection	Mandated	Finance
Prepare and submit an annual budget for Town Council adoption	Mandated	Multiple
Review and update fee schedules, annual appropriations limits, and investment policy for Town Council adoption annually	Mandated	Finance
Provide reporting to bond issuing agencies annually	Mandated	Finance
Manage approved budgets	Mandated	Multiple
Monitor financial performance (actual to budget) monthly	Essential	Finance
Forecast revenue and expenditures quarterly, updating Town Council for budget modification	Essential	Finance
Reconcile bank accounts monthly by 10 th of the following month	Essential	Finance
Daily cash balancing routines following separation of duties and established accounting controls	Essential	Finance
Download payments from xpressbill pay for online payments	Essential	Finance
Record journal entries to maintain accurate General Ledger	Essential	Finance
Provide accounting support for capital projects and grants	Essential	Finance
Monthly Reporting of TOT, Penalty and Interest to Town stakeholders	Essential	Finance
Monitor online rental sites for illegal activity and conduct enforcement routines on all illegal activity	Essential	Finance

Community Services

Core Service	Level of Service	Department
Administration of Special Event funding agreements and appropriations	Mandated	P&R
Full time School Resources Officer (SRO) funded by CA Tobacco Grant	Mandated	Police
Provide patrol for USFS areas per contract	Mandated	Police
Programming of activities, programs, and events for all Town-owned facilities	Essential	P&R
Maintain all Town-owned or managed parks and facilities	Essential	P&R
Maintain 20+ miles of Town-owned or managed Multi-Use Path and Sidewalks	Essential	P&R, OOR
Develop plans for recreation facilities and prioritize annual Capital Improvement Program (CIP) for parks and recreation facilities	Essential	P&R
Work with applicants/property owners to resolve specific zoning and/or building code related issues	Essential	CED
Activity programming for a variety of recreational activities year-round for ages 4+	Essential	P&R
Customer Service – Staff the public counter, respond to questions from the public	Essential	Multiple
Manage contract, routes and infrastructure (not equipment) for transit services with ESTA	Essential	PW/Transit
Provide snow management for Town roads in accordance with current written programs/standards for residents and businesses access	Essential	PW/Maintenance
Provide snow management services to assist Caltrans on State Route 203	Essential	PW/Maintenance
Manage contract snow management services	Essential	PW/Multiple
Provide additional traffic control staffing and equipment for busiest visitor days	Essential	PW/Maintenance
Provide traffic control and miscellaneous service to support Town events (4 th of July)	Essential	PW/Maintenance
Livescans for the public	Essential	Police
Public Outreach meetings or informative talks	Essential	Police
Provide vehicle and equipment maintenance to third-parties such as Mono County, School Districts, MLFPD, and ESTA	Essential	PW/Fleet
Assist other agencies with the booking and use of Suite Z	Important	Admin/Town Manager
Respond to public complaints	Important	Multiple
Represent the department to outside agencies and organizations and participate in outside community and professional groups and committees	Important	Multiple
Provide support and facilitation for community events (such as Town Clean-up Day, 4th of July fireworks, etc.)	Important	P&R, OOR
Administer Youth Sports Funding Program	Important	P&R
Provide support services or enhancements (animation) as required by the community (ex. Streetlight banners, special event permitting, etc.)	Important	P&R
Support and administer Parks and Recreation Donor Program	Important	P&R
Support and administer Mammoth Ice Rink Dasherboard Program	Important	P&R
Support and administer Lakes Basin Fish Stocking Program	Important	P&R
Assist/coordinate with ESTA to provide additional transit as needed for events (with Rec)	Important	PW/Transit
Provide fuel service to third parties vehicle and equipment	Important	PW/Fleet
Provide snow management for Town roads in accordance with current written programs/standards for access to ski area portals	Important	PW/Maintenance

Community Services - continued

Core Service	Level of Service	Department
Provide general assistance to the Public during storm events (sandbags, etc.)	Important	PW/Maintenance
Provide snow management services to assist USFS in Lakes Basin	Important	PW/Maintenance
Provide traffic control, cleaning and miscellaneous service to support private events	Important	PW/Maintenance
Trails Planning and Design – Development of Trail Plans, Concepts and Project Proposals; Trail alignment studies, MLTS Standards/Guidelines	Important	PW/OOR
Trails Implementation/Construction – Signage Updates and repairs, New Trail Construction	Important	PW/OOR
Trails Operations – Governance, Communications, Website, Information Systems, Interpretive, Image Library	Important	PW/OOR
Trails Maintenance – Soft Surface Trail Maintenance, Trailhead Maintenance, Winter Trail Grooming	Important	PW/OOR
Trails Stewardship – Community Engagement Programs, Volunteer Trail Days, Adopt-A-Trail, Trail Corps, Mammoth Trails (consortium of user groups)	Important	PW/OOR
Trails Marketing/Promotion – Trail Maps/Handouts	Important	PW/OOR

Employee Support

Core Service	Level of Service	Department
Negotiation, administration, and implementation of all employee labor contracts	Mandated	Admin/HR
Process bi-weekly payroll including payment of applicable taxes	Mandated	Admin/HR
Administration of employee benefits	Mandated	Admin/HR
Investigate personnel complaints	Mandated	Admin/Town Manager
Facilitate recruitment and selection of new employees	Essential	Admin/HR
Serve as the primary resource to Town employees, employee associations, and the Town Manager for human resources, payroll, and benefits-related services	Essential	Admin/HR
Assist with employee development, leadership, and succession planning	Essential	Admin/HR
Plan, schedule, implement, and oversee training for all employees	Essential	Admin/Multiple

Facilities and Infrastructure

Core Service	Level of Service	Department
Maintain general infrastructure to a high standard (Maintenance of infrastructure to a barely acceptable standard is mandated; however maintaining a higher standard is essential for resident and visitor enjoyment)	Mandated	PW/Maintenance
Maintain the Garage Facility, including the building, equipment and tools to provide a safe and secure workplace in which vehicle and equipment maintenance can take place	Mandated	PW/Fleet
Provide project management services to implement Capital Projects for funded projects	Mandated	PW/Engineering
Maintain transit facilities	Essential	PW/Multiple
Maintain stormwater collection and conveyance system	Essential	PW/Maintenance
Restripe streets on an annual basis	Essential	PW/Maintenance
Repair miscellaneous issues with street system (potholes, curbs, drainage) as needed	Essential	PW/Maintenance
Maintain informational/advisory/directional signage	Essential	PW/Maintenance
Provide project management services to implement other capital projects and maintenance programs	Important	PW/Engineering
Manage stormwater master plan, including documentation, grant applications and project management	Important	PW/Engineering

Municipal Code and Policy Implementation

Core Service	Level of Service	Department
Maintain the Municipal Code	Mandated	Admin/Clerk
Advertise, schedule interviews, and schedule appointments to fill vacancies on the Town's Commissions	Mandated	Admin/Clerk
Administer Oaths of Office for all staff and elected/appointed officials	Mandated	Admin/Clerk
Administration and implementation of personnel, administrative, safety, and risk management policies and procedures	Mandated	Admin/HR
Administration of Chapter 2.40 (Personnel System) of the Town's Municipal Code	Mandated	Admin/HR
Oversee/manage Emergency Operations Center	Mandated	Admin/Town Manager
Ensure Municipal Code and all other laws and policies are followed and enforced	Mandated	Multiple
Support the Board of Appeals/Building Advisory Committee and other Town departments on California Building Code related items.	Mandated	CED
Code Enforcement	Mandated	CED
Support the Planning and Economic Development Commission pursuant to Chapter 2.32 of the Municipal Code	Mandated	CED
Administration of Chapter 12.32 (PARK AND RECREATION AREAS AND FACILITIES) of the Municipal Code	Mandated	P&R
Issuance of Special Event Permits pursuant to Municipal Code section 17.56.040	Mandated	P&R
Support the Recreation Commission pursuant to Chapter 2.36 of the Municipal Code	Mandated	P&R
Advertise, receive, and open bids	Mandated	Admin/Clerk
Reply to Grand Jury reports	Mandated	Admin/Town Manager
Background investigation for various business applicants per TOML Codes	Mandated	Police
Support the Mammoth Trails Committee	Important	OOR/Admin

Operational Management

Core Service	Level of Service	Department
Process, investigate, and coordinate liability claims	Mandated	Admin/Multiple
Direct and supervise Department Head level staff	Mandated	Admin/Town Manager
Maintain (snow-management) vehicles and equipment to ensure all are available on a daily basis as needed.	Mandated	PW/Fleet
Manage assessment districts	Mandated	PW/Engineering
Maintain staffing levels as approved by Town Council	Mandated	Multiple
Acquire/Maintain equipment as approved by Town Council	Mandated	Multiple
Review and oversee all Town insurance policies; review all contracts for insurance compliance	Essential	Admin/Town Manager
Coordination/compliance with the Risk Management Evaluation for CJPIA	Essential	Admin/Town Manager
Perform all duties of the Town's Public Information Officer	Essential	P&R
Provide organizational leadership and direction; serve as ultimate decision making authority for staff	Essential	Admin/Town Manager
Oversee IT services contract and other service contracts	Essential	Admin/Town Manager
Participate in policy development and implementation	Essential	Multiple
Support all Mandated and Essential service operations for Town of Mammoth Lakes Departments	Essential	Admin/IT
Updates to Caselle and support for department usage and data integrity	Essential	Finance
Oversight of NGO contracts	Essential	Admin/Town Manager
Maintain vehicles and equipment to ensure all are available on a daily basis with repair down times of less than two weeks	Essential	PW/Fleet
Provide fuel service to Town vehicles and equipment.	Essential	PW/Fleet
Maintain documentation as required to ensure future grant eligibility	Essential	Multiple
Work to ensure appropriate levels of staffing are maintained	Essential	Multiple
Maintain solid working relationships and coordinate with outside agencies/parties – USFS/NPS/Caltrans/FAA/NGOs and others	Essential	Multiple
Oversight and general management of the Town Administrative Office, day-to-day admin duties, participate in and implement special projects related to the office (ie. New copy machines)	Important	Admin/Multiple
Host annual League of CA Cities Division meeting	Important	Admin/Town Manager
Back-up and cross-training to provide for coverage within and outside of department	Important	Multiple
Manage the Town-owned Condos	Important	Admin/HR
Oversee and participate in Employee Engagement Committee	Important	Multiple
Provide minor maintenance and remodel services for Town facilities	Important	PW/Maintenance
Provide janitorial services for Town facilities	Important	PW/Maintenance
Track availability of grants and apply in accordance with approved documentation	Important	Multiple
Provide janitorial services for Forest Service facilities	Important	OOR

Planning and Development

Core Service	Level of Service	Department
Process major and minor entitlement projects (District Zoning Amendments, Master Plan Amendments, Tentative Tract Maps, Use Permits, Signs, Adjustments, Administrative Permits, etc.)	Mandated	Multiple
Manage/implement long range planning projects (General Plan Housing Element/Safety Element Update, Zoning Code Cleanup/Updates, etc.)	Mandated	CED
Housing related work including implementation of Housing Action Plan, grant administration, state mandated reporting, etc.	Mandated	CED
Conduct building permit plan checks and inspect projects under construction	Mandated	Multiple
Provide construction management/project management services for awarded projects	Mandated	PW/Engineering
Assist Community Development in maintenance of regulatory documentation (general plan, municipal code, etc.)	Essential	PW/Engineering
Provide support for Local Transportation Commission including management of budgets and STIP program	Essential	PW/Engineering
Provide design services to implement programs based on funding/grants awarded	Essential	PW/Engineering

Public Safety

Core Service	Level of Service	Department
Support PW Maintenance in snow-management (plow truck, fueling, urgent maintenance of equipment)	Mandated	PW/Fleet
Provide snow management for Town roads in accordance with current written programs/standards for public safety and first responder access	Mandated	PW/Maintenance
Respond to urgent Town infrastructure maintenance calls related to public safety (storm drains, snow buildup, trees, etc.)	Mandated	PW/Maintenance
Provide traffic control staffing and equipment as requested by Public Safety	Mandated	PW/Maintenance
Reporting of specific crimes per Federal Regulations	Mandated	Police
Reporting for Senior and Juvenile protections	Mandated	Police
Evidence collection and retention	Mandated	Police
Required Training per CA POST all officers required specific training every 24 months	Mandated	Police
Domestic Violence response and reporting	Mandated	Police
Traffic enforcement	Essential	Police
Traffic collisions/roadway safety	Essential	Police
Criminal and non-criminal reporting	Essential	Police
Responding to all Calls for Service, from missing dog to major fights	Essential	Police
Responding to business and alarm calls	Essential	Police
Various Code Enforcement related calls	Essential	Police
Wildlife and domestic animal calls/enforcement	Essential	Police
Death Investigations	Essential	Police
Assist other agencies, LE, behavioral health, probation, CPS, Hospital, MMSA etc	Essential	Police
Maintain snow stakes on essential routes; Install, remove and repair snow stakes seasonally on essential routes	Essential	PW/Maintenance
DMV reporting	Important	Police
Vehicle Inspections	Important	Police

Regulatory Compliance

Core Service	Level of Service	Department
Perform duties required to conduct Municipal elections, including the facilitation of the paperwork for nominees for members of the Town Council	Mandated	Admin/Clerk
Comply with and coordinate all public records requests	Mandated	Admin/Clerk
Maintain, update, and comply with the Town's records retention schedule	Mandated	Admin/Clerk
Maintain Fair Political Practices Commission (FPPC) compliance (Form 700s, ethics training, etc.)	Mandated	Admin/Clerk
Process and manage workers' compensation claims in accordance with applicable laws and California Joint Powers Insurance Authority standards	Mandated	Admin/HR
Ensure compliance with applicable state and federal labor laws and regulations	Mandated	Admin/HR
Compliance with the Americans with Disabilities Act (ADA); Manage ADA transition plan and annual reporting to various agencies	Mandated	Multiple
Operation of Whitmore Pool pursuant to all County and State regulations (Operation of the pool is not mandated, but since the Town has chosen to operate it, it must comply with all state mandates)	Mandated	P&R
Ensure compliance with Title 22 (Safety Regulations for Playgrounds) of the California Code of Regulation	Mandated	P&R
Oversee Solid Waste and other Franchise Agreements; ensure implementation and compliance	Mandated	Admin/Town Manager
Maintain documentation for items within Town Yard, vehicles, and equipment that require permits, certifications or regular inspection	Mandated	PW/Fleet
Assist in driver and equipment operator training to ensure appropriate licensure is in place	Mandated	PW/Fleet
Maintain regulatory street signage	Mandated	PW/Maintenance
Oversee use of PEG funds to ensure compliance	Mandated	Admin/Town Manager
Ensure compliance with Federal and State Special Use Permits, Non-Funded Challenge Cost Shares, MOUs, and Other Agreements.	Essential	OOR

Town Council Support and Records Management

Core Service	Level of Service	Department
Town Council meeting support, including preparation and posting of agendas, agenda packets, and minutes; clerking and webcasting meetings	Mandated	Admin/Clerk
Publish all official advertising of the Town (public hearing notices)	Mandated	Admin/Clerk
Maintain all records and archives of the Town, including all Town Council actions, official covenants, deeds, and contracts of the Town	Mandated	Admin/Clerk
Ensure Brown Act compliance by Town Council	Mandated	Admin/Town Manager
Make policy recommendations to Town Council	Mandated	Admin/Town Manager
Conduct annual meeting of Municipal Services Corporation	Mandated	Admin/Clerk
Schedule and ensure compliance for mandated training for staff and elected/appointed officials	Mandated	Admin/Multiple
Support the Town Council	Essential	Multiple
Support various Town Council committees/meetings	Essential	Multiple
Attend Town Council meetings	Essential	Multiple
Legal review of resolutions, ordinances, policies, contracts, and other documents as needed	Essential	Legal
Management of legal services for litigation or potential litigation	Essential	Legal

AGENDA BILL

Subject: Councilmember Reports
Initiated by: Jamie Gray

BACKGROUND:

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

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

ANALYSIS/DISCUSSION:

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

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

Land Use:

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

Intergovernmental Relations:

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

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

Transportation:

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

Local Issues:

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

LEGAL CONSIDERATIONS:

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

RECOMMENDATION(S):

This agenda bill is submitted for information only.