

PARKS AND RECREATION DEPARTMENT

MONTHLY REPORT

Date: **Tuesday, October 4, 2022**

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The monthly Parks and Recreation Department Report includes news and updates from the department, along with achievements and action related to the strategies, goals and tasks identified in the 2022 Strategic Workplan.

- A. Department News, Updates & Facility Status
- B. Maintain and Enhance the Town's Recreation Infrastructure
- C. Deliver High-Quality, Innovative, and Affordable Recreation Programming
- D. Strengthen Organizational Systems, Structures and Operations
- E. Advance Team Capacity and Organizational Culture

DEPARTMENT NEWS AND UPDATES

Facility Status:

Whitmore Pool

- CLOSED for the season

Whitmore Recreation Area

- Whitmore Ball Fields 1 & 3 – OPEN
- Whitmore Ball Field 2 – CLOSED for rehabilitation
- Whitmore Track – OPEN
- Whitmore Synthetic Turf – OPEN
- Restrooms – OPEN

Community Center

- OPEN for programming and private rentals.

Community Tennis Courts and Playground

- Tennis Courts (1-4) – OPEN
- Tennis Courts (5-6) – CLOSED
- Pickleball Court (Court 1) - OPEN
- Restrooms – OPEN
- Playground – OPEN

Shady Rest Park

- Soccer/ball fields – OPEN
- Restrooms – OPEN
- Playground Restrooms – OPEN
- Ball Field Restrooms – OPEN
- Shady Rest DiscGolfPark® - OPEN
- Shady Rest Volleyball Courts – OPEN

Mammoth RecZone

- CLOSED

Mammoth Ice Rink

- CLOSED
- Scheduled opening day Friday, November 25, 2022

Mammoth Creek Park - West

- Restrooms, playground, and parking lot CLOSED for CRC construction

Mammoth Creek Park – East

- Restrooms – OPEN

Trails End Park/Volcom Brothers Skate Park

- Skateparks – OPEN
- Restrooms – OPEN
- Playground – OPEN

Town-wide MUPs and Sidewalks

- All Multi-Use Paths and Sidewalks are OPEN.

MAINTAIN AND ENHANCE THE TOWN’S RECREATION INFRASTRUCTURE

GOAL: Launch, program and operate the Community Recreation Center (CRC)

Community Recreation Center (CRC) – PR 1 & PR 2

- Operations and Management Plan
- Fundraising and Communication
- Facility Launch
- See monthly detailed Parks and Recreation Commission staff report.

GOAL: Lead and/or support efforts to provide multi-purpose, year-round, indoor, and outdoor recreation amenities in Mammoth Lakes.

Whitmore Track and Sports Field Improvements – GRANT DEPENDENT

- On August 24, Mammoth Lakes Recreation was notified by the Department of Parks and Recreation Office of Grants and Local Services (OGALS), that the \$3,000,000 Whitmore Recreation Area project application was not selected for funding. The Regional Park

Program (RPP) was highly competitive with a total of \$235.8 million requested for funding with only \$23 million available for award.

Mammoth Lakes Community Dog Park - PR 7

- On July 6, 2022, the Town of Mammoth Lakes Town Council unanimously 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, future amphitheater site, and temporary snow storage. Environmental review of the proposed uses will begin soon.
- The Town has set aside \$200,000 to construct the temporary dog park - \$50,000 was received from the T-Mobile grant.
- Concurrent with the MLF project, the Town has submitted a Use Permit Modification with Mono County to permit the construction and operation of a dog park at the Whitmore Recreation Area.
- Staff will be preparing the bid package for the dog park and adjacent parking lot this winter.

Park at the Parcel – PR 12

- Staff hosted a site visit with the Great Western (vendor), Commissioner Newbry and Town staff on September 14, 2022. The outcome from the site walk was a better understanding of the site conditions and constraints, and opportunities for improvement and further plan revisions. Staff will present the refined plan to the Commission at the next regular meeting.
- The 0.8 acre park is planned to include a 5-12 Play On!® playground, a domed climbing net and group spinners and arch swing. The surfacing includes GT-Impax - interlocking tiles for ADA accessibility and engineered wood fiber, with complementary precast concrete picnic tables, bike racks, a drinking fountain for water bottles and pet fountain, and a large custom 20'x20' steel square shelter.
- Staff are working with CED on a potential CDBG grant for the park. The Town plans to utilize the federal grant funds to purchase the 5–12-year-old playground structures, interlocking tile surfacing, and other project related items using a bid procurement process that satisfies the grant requirements.
- On September 16, 2022, the Town was officially notified that we received grant funding from GameTime as part of the 2022 CPRS Statewide Training and Funding Initiative. These matching funds will assist the town develop and construct a National Demonstration Site playground for the residents and neighboring communities of The Parcel.

Mammoth Arts and Cultural Center (MACC) – GF 9

- In collaboration with the Mammoth Lake Foundation, the Town is engaged with AMS Consulting on the development of an Operating Forecast for the proposed MACC.
- Scope of work includes: User and Stakeholder Engagement, Activity Projection, Facility Concept and Program Review, Exemplars and Scenarios, Management and Operating Structure Recommendations, and Financial Projections.
- The project deliverable is an executive summary report.
- The Mammoth Lakes Foundation is the lead agency on the development of the MACC.

Edison Theatre

- The Parks and Recreation Department is operating the Edison Theatre with approved funding of \$92,241.68 for fiscal year 2022/23 that includes 3 temporary positions (max. 1,000 hrs.).
- Staff have installed a new projector screen and LED projector at the theatre and will be repainting the stage.
- Town staff contracted with Black Gold to slurry and stripe the Edison Theatre parking lot.
- In coordination with MLR, staff submitted a matching grant to upgrade some of the infrastructure at the theatre including the LED projector, screen, lighting and electrical.

Shady Rest DiscGolfPark®

- Managing Adopt-A-Hole program
- Working on maintenance and development of a QR code on the trail map to assist users navigate the course.
- Course is pack it in and pack it out!

Whitmore Recreation Area Planning

- The long-term goal of the Town is to enhance and expand the Whitmore Recreation Area for Town/County residents and expanded sports tourism uses.
- **LADWP Lease Extension:** On November 30, 2021 staff received correspondence from LADWP affirming that they intend to recommend the issuance of a new 50-year lease for the operation of the track and sports complex, subject to approval by its Board of Water and Power Commissioners and the Los Angeles City Council. In addition to expanding the acreage, the proposed lease expansion would be combined with the lease for Whitmore Pool (BL-1093) for a total of 112.75 acres. LADWP also intend to issue a separate business lease to Mono County for the operation of the animal shelter. LADWP indicated that they are planning to complete the lease expansion by the end of the calendar year.

Outdoor Multi-use Courts (Tennis/Pickleball)

Community Center

- **Court Update:** On September 7, 2022, Town Council allocated \$175,000 from the 4th quarter to repair and reopen courts 5/6 that are currently closed for play. Staff evaluated several forms of treatment and surfaces that meets the budget allocation (<\$175K), have the best warranties, longevity (minimizes or eliminates effects of future cracks/heaving), shock absorption, playability (bounce/grip/wear), long-term maintenance, and a relatively short timeframe for completion.
- Work will be scheduled in May of 2023. Staff is in the process of finalizing the scope of work and agreement with AllSport America, Inc. for the installation of a modular Sport Court surface installed over the existing asphalt repaired and leveled surface. The new generation of outdoor, modular surfaces can transform deteriorated and unplayable tennis courts into a USTA sanctioned playing surface that's easier on the body than a traditional hard-court surface. These surfaces allow everyone—kids, athletes and instructors—to spend more time playing on the surface with less chance of injury. Modular playing surfaces are also engineered for quick water drainage and almost zero maintenance to

maximize court usage. They also offer superior shock-absorption for running and jumping as well as true and consistent ball bounces (ITF Rated Category 5¹).



- In addition, this fall Black Gold and Town Staff performed patch repair, crack sealing, and installed a slurry seal over the upper and lower Community Center Parking lots.

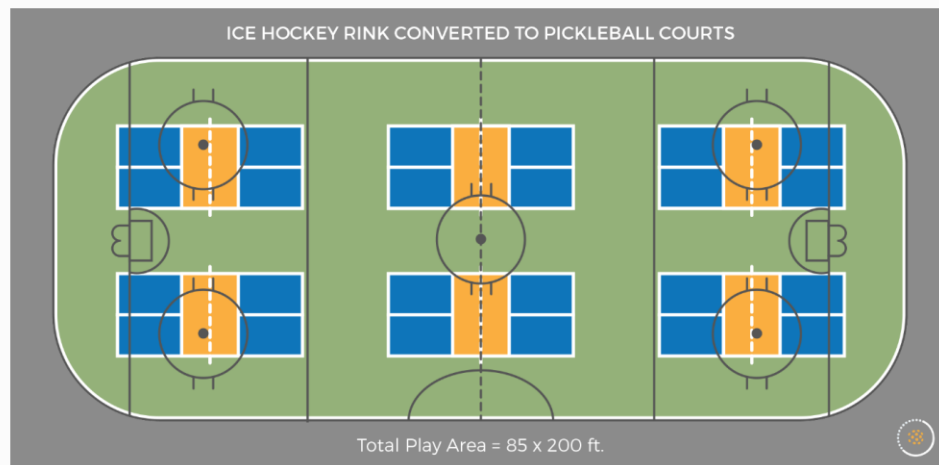
Ice Rink Conversion – Pickleball Complex

- On July 6, Town Council authorized the Town Manager to execute a lease agreement with MUSD and MCOE for adaptive reuse of the existing Multi-use Facility site, and to execute a contract with GameTime C/O Great Western Recreation in an amount not to exceed \$100,000 for multi-use court installation.
- Based on extensive community feedback, along with the potential allocation of funds to re-open Community Courts 5/6, staff is planning to build a Pickleball facility on the old ice rink site, instead of installing one tennis court and two pickleball courts.
- Work will be scheduled in May of 2023. Staff is in the process of finalizing the scope of work and agreement with AllSport America, Inc

Figure 1 - Proposed site design (subject to change) – court orientation NE, 21 degrees from True North

¹ <https://www.itftennis.com/en/about-us/tennis-tech/classified-surfaces/>

Ice Hockey



- Standard ice rink size: **85' x 200'** (varies)
- Recommended total play area: **85' x 200'** (varies)
- How many pickleball courts fit: **6**

Bike Park/Pump Track Concept – PR 9

- The bike park concept/pump track is identified in the Town of Mammoth Lakes 2022/23 Capital Improvement Plan (CIP).
- Staff are proposing Mammoth Creek Park East as the preferred location and are engaging USFS in a program of work.
- Environmental analysis is planned to be conducted this fall with findings presented to the USFS for a determination for potential use.
- Funding is not secured for this project.

Mammoth Lakes Bouldering Park – PR 10

- The Bouldering Park is a complementary amenity to the Bike Park/Pump Track concept and to the CRC and recreation destination concept.
- Funding is not secured for this project.

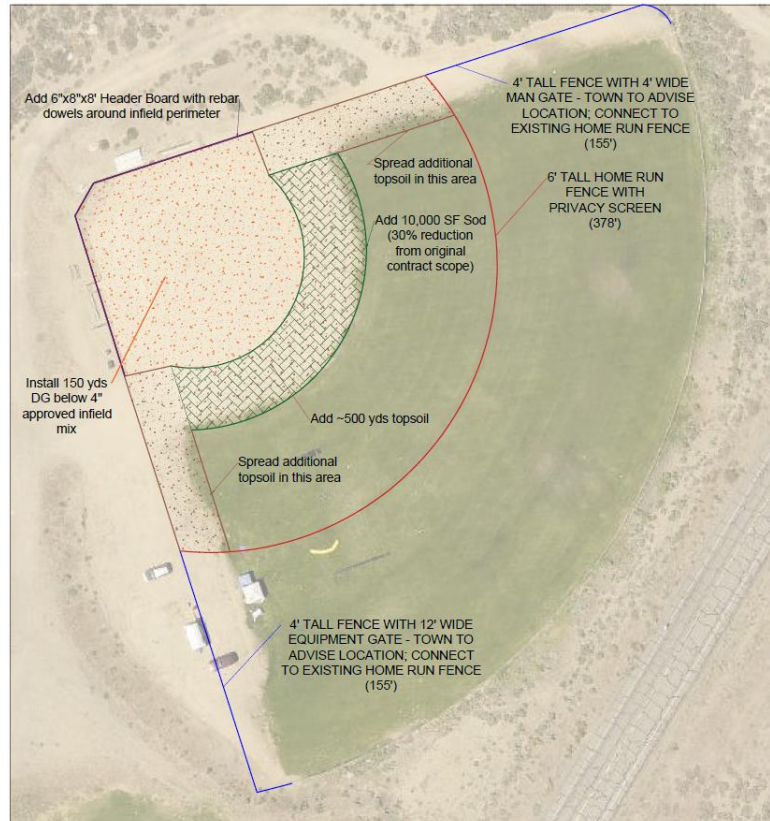
GOAL: Enhance recreation infrastructure utilizing a variety of funding sources to improve the safety, operations, and guest experience of the amenities.

Deferred Maintenance Program

Since 2017, the Town has invested over \$1million in deferred maintenance project of parks and recreation fields, facilities, trails, and pools.

- Whitmore Recreation Area Softball/Baseball Field Maintenance – PR 8
 - On April 20, Town Council awarded the Ballfield Rehabilitation Project contract (base bid) to Walker Industries, Inc. in the amount of \$354,452.
 - Part of the on-going Parks and Recreation Deferred Maintenance Program, the project includes extensive rehabilitation of softball field No. 2 (lower field), with minor work on the High School Baseball field (upper field)

- On September 7, 2022, Town Council allocated \$75,000 from the 4th quarter to complete the perimeter fencing for the re-sized designated Little League/High School Women's Softball field (#2). Additional funding will also secure the outer field area for a multitude of uses such as soccer, dog agility, fielding/hitting practice, etc. See attached site map below.
- Update: The Contractor has installed topsoil to raise the field to match existing elevations and ensure the final playing surface is as level as possible, installed sod to the final infield-outfield interface, and placed pressure treated wood around the infield fence line to prevent material from bleeding out over time. Decomposed granite will arrive on Monday, September 26 and they will begin spreading ~4-6" of DG around the infield. This will prevent any trash/glass/debris/weeds in the existing infield from migrating up into the new infield mix and aid in creating that nice level playing surface. The new infield mix and clay bricks should arrive a week after the DG. The fencing subcontractor will be on-site in 2-3 weeks to begin installation of the 6' chain link fence along the out of play areas (25' off foul lines). Additionally, they will install a 4' tall fencing from the new home run fence line out to the existing home run fence to create a fenced off area for other ballfield uses (youth soccer, dog agility, etc.). There will be 4' wide gates on the left field fence (one on each of the 6' tall and 4' tall sections) and 12' wide equipment gates on the right field side. In total, the current contract amount is \$405,694.45, that leaves a balance of just less than \$9,000 for additional enhancements.



Parks and Recreation Amenities Enhancement Program

- The new Parks and Recreation Amenities Enhancement Program launched on September 19. Members of the community can view and purchase amenities throughout our parks and alongside Town Multi-Use Paths (MUPs).
- Staff, in collaboration with MLTS, have identified additional amenity locations. Many of these are on USFS land, and staff are in the process of submitting a request to the Forest Service for the addition of amenities in a number of locations alongside the MUPs throughout town and in the Lakes Basin.

Asset Management

- Staff continue to update the GIS inventory of all amenities across all facilities, and coordinate with Mono County IT on the integration of the data into digital maps.

Signage and Wayfinding – SS 3

- Staff are working with PW/Engineering on signage and wayfinding alternatives for Main Street and additional signage in the Lakes Basin.
- Staff this summer/fall will be installing a replacement sign on Main Street/Callahan.

GOAL: Develop and Implement sustainable best practices to enhance Town owned or managed pools, parks, fields, and facilities.

Maintenance Best Practices

- Identify NEXT practices
- No action on this item

Winter Snow Removal

- Development of digital map
- Analyzing existing snow removal routes/prioritization

DELIVER HIGH-QUALITY, INNOVATIVE, AND AFFORDABLE RECREATION PROGRAMMING

GOAL: Provide recreation users with high-quality, innovative, and affordable programming in the specified NEW age groups that can lead to an improved quality of life.

| NEW RECREATION PROGRAM AGE GROUPS | |
|-----------------------------------|--------------------|
| Toddler | <u>2 years</u> |
| Preschool | <u>3-4 years</u> |
| Grade TK-K | <u>4-5 years</u> |
| Grades 1-2 | <u>6-7 years</u> |
| Grade 3-5 | <u>8-11 years</u> |
| Middle School | <u>12-14 years</u> |

| | |
|--------------|--------------------|
| High School | <u>15-18 years</u> |
| Adult | <u>16+ years</u> |
| Active Adult | <u>55+ years</u> |
| Senior | <u>65+ years</u> |

GOAL: Provide enhanced community programming by partnering with local organizations, youth sporting groups, individuals, or jurisdictions.

AYSO – Mammoth

- AYSO Mammoth continues their Fall Season, with practices and games scheduled at Shady Rest Park through October 22. The Joe Stapp Tournament is scheduled for October 8 & 9.

MHS Baseball

- MHS continue to train on Ball Field 3 on Tuesdays from 4pm-7pm.

Zumba at the Community Center

- Coach Denise will continue to hold Zumba classes for only \$10 at the Community Center on Tuesday and Friday evenings from 6:00 - 7:00pm this fall/winter.

Mono Arts Council

- Staff are working with Mono Arts Council to provide instructors (as available) for quality camp and after-school programming in mixed media arts and photography.

Jan Work School

- Staff provided outdoor classroom style learning for this demographic.

GOAL: Create and deliver scalable and sustainable signature summer camps, programs and community events aligned with the core program areas and the resource capacity and capabilities of the Parks and Recreation Department.

Core Program Areas:

Summer Youth Camps and Programs

- Staff will be providing an update on the annual programs of the year during the presentation in this meeting.

Youth After-School Programs

- Fall programming is underway, and includes Youth Gymnastics at the Community Center, as well as Youth Bike Squad and Youth Skate Squad.
- Staff are working on developing an after-school art program at the Edison Theatre.
- Winter Program Registration will open online on October 24.

Adult Activities

- A Manager's Meeting for both the Co-ed and Men's Softball Leagues was held on August 31 to evaluate the 2022 season and discuss any changes for 2023.

Community Events/Activities

Upcoming Events:

- Bike Rodeo – October 15 at Whitmore Recreation Area
- Haunted Rink and Skate Party – October 28 (Old ice rink)
- Skate with Santa – December 15

Diverse, Inclusive and Equitable Programs

- Staff are reviewing registration platforms, forms, and waivers to ensure inclusive language is used.

STRENGTHEN ORGANIZATIONAL SYSTEMS, STRUCTURES AND OPERATIONS

GOAL: Develop and implement a standardized department-wide system that describes what operational excellence is, how it will be implemented, who will implement it, and how it will be measured.

Top 3 Core Standards of Excellence

- Staff are currently developing standards of excellence for Fall and Winter programming, as well as the Mammoth Ice Rink.

GOAL: Continually improve the delivery of community events, camps, activities, programs, facility operations and parks maintenance efforts by constantly measuring, evaluating, and improving performance.

Recreation Program Evaluation and Improvement

- The Customer Satisfaction survey is being reviewed for 2022/23 programming.

Park/Facility Evaluation and Improvement

- The Customer Satisfaction survey is being reviewed for 2022/23 facility rentals.

Enhanced Reservation Platform

- Staff continue to conduct research on web-based registration and facility reservation software that meets and/or exceeds the current and future needs of the department.
- Staff have provided ActiveNet with intent to terminate their contract in April 2023.

GOAL: Update program/facility policies and procedures, promote social equity throughout our facilities, and deploy sufficient staffing levels and standards to maintain a safe, clean, accessible, and welcoming environment.

Parks and Recreation Department Manual

- Staff are currently reviewing the Parks and Recreation Department Manual and providing annual edits and updates. Staff are also prioritizing the inclusion of additional sections and creating an annual workplan for such additions.

American Camp Association Accreditation

- Staff are currently reviewing the American Camp Association accreditation process and working on updating policies and manuals to bring them in-line with industry standards.

Social Equity

- The Tony Colasardo Scholarship Fund is OPEN for applications. Scholarships are now valid for the calendar year and recipients will be provided with a discount code to be applied during online registration.
- During 2022 (to date), 38 scholarships have been awarded, totaling \$2,351.50.
- The Tony Colasardo Scholarship Fund continues to remain open for donations, and currently has a balance of \$63,339.28

GOAL: Implement a fully integrated communication plan that effectively and in a cost-effective manner, disseminates information and encourages engagement about ‘core’ community parks and recreation programs, services, and facilities.

Recreation This Week

- Current users: 919 (-2)

Communication Plan

- Staff will finalize in the spring for summer implementation.

Social Media

- No update.

Accessible and Informative Outreach

- Staff are reviewing best practices for disseminating information on our programs and events.

ADVANCE TEAM CAPACITY AND ORGANIZATIONAL CULTURE

GOAL: Integrate the Town’s culture into the Parks and Recreation Department where both year-round and seasonal staff are valued, recognized, and appreciated for their efforts.

Strengthen Organizational Culture

- Celebrate our High Achievement
- Develop Efficient and Effective Teams
- Communicate and Promote Respect
- Culture ‘Integration’ Evaluation

GOAL: Integrate a TEAM culture aligned with a single vision and unifying purpose by integrating the 5 C’s into daily operations to achieve extraordinary results.

Integrate the 5 C’s into daily operations

- Staff continue to integrate the 5C’s into our daily operations.
 - Communicate (the what...)

- Connect (the why...)
- Collaborate (the how...)
- Commit (the do...)
- Celebrate (All!)

GOAL: Provide valuable and relevant job-specific education, training, and certification opportunities for employees to improve productivity, efficiency, and job satisfaction.

Professional Development Plans

- Staff are working to schedule professional development courses/events for staff.

Education and Networking

- Staff continue to identify education and networking opportunities

Training

- Staff will attend the JPIA Risk Management Academy in Santa Barbara from October 5-7

GOAL: Strategically recruit, retain, and recognize our employees to sustain recreation programs

Build Team Capacity

- Staff have finalized staff templates for the upcoming winter season.

Recruitment Plan

- Recruitment for winter seasonal staff has begun.
- Offer letters have been sent to returning Mammoth Ice Rink staff
- The department is temporarily pausing the recruitment of the Recreation Facility Supervisor until the timeline for the opening of the CRC is finalized.
- The application period for the Edison Theatre Site Coordinator and Facility Staff positions was extended until September 30.

Recognition Plan

- Staff are reviewing recognition opportunities for seasonal staff but encourage spontaneous recognition.

GOAL: The department will embrace emerging recreation trends, including product, program, amenity and facility innovations within the Parks and Recreation industry and broader Outdoor Recreation Industry.

- No update.