

# **PARKS AND RECREATION COMMISSION STAFF REPORT**

Subject: Parks and Recreation Department Monthly Report

Meeting Date: April 11, 2023

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## **BACKGROUND:**

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 Parks and Recreation Department 2023 Strategic Priorities and Key Objectives.

1. Maintain and Enhance the Town’s Recreation Infrastructure
2. Deliver High-Quality, Innovative and Affordable Recreation Programming
3. Strengthen Organizational Systems, Structures and Operations
4. Build Capacity, Teamwork and Recruit & Retain the Best

## **DEPARTMENT NEWS AND UPDATES**

### **Facility Status:**

#### ***Community Center***

- OPEN for programming and private rentals.

#### ***Community Tennis Courts and Playground***

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

#### ***Shady Rest Park***

- Soccer/ball fields – CLOSED
- Restrooms – CLOSED
- Playground Restrooms – CLOSED. Portable restrooms available.
- Ball Field Restrooms – CLOSED
- Shady Rest DiscGolfPark® - CLOSED
- Shady Rest Volleyball Courts – CLOSED

***Mammoth Ice Rink***

- CLOSED for the season.

***Mammoth Creek Park - West***

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

***Mammoth Creek Park – East***

- Restrooms – CLOSED

***Trails End Park/Volcom Brothers Skate Park***

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

***Town-wide MUPs and Sidewalks***

- Please refer to the Parks and Recreation website for up-to-date information.

***Whitmore Pool***

- CLOSED for the season.
- The Whitmore Pool is scheduled to OPEN for Lap Swim on May 22, 2023.

***Whitmore Recreation Area***

- Whitmore Ball Fields – CLOSED
- Whitmore Track – CLOSED
- Whitmore Synthetic Turf – CLOSED
- Restrooms – CLOSED. Portable restrooms available.

**MAINTAIN AND ENHANCE THE TOWN’S RECREATION INFRASTRUCTURE**

**Open and Operate the Community Recreation Center (CRC)**

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

**(1) LA Kings Ice at Mammoth Lakes**

- CRC Overall Project Schedule (OPS) Update
- Fundraising and Communication – Summer/Fall
- Dasherboard install - TBD
- Ice install - TBD
- Signage (ext./int.) – being fabricated, install TBD
- DaySmart implementation – ongoing (Schedule April 1, 2023 live date)
- SportsEngine – LAK Ice Mammoth Lakes website
- CRC Management structure – welcome Andrew!
- Facility Launch

## (2) Mammoth RecZone

- Summer Operations Plan: July - September (2023 Programming calendar)
- SportCourt PowerGame+ install: July 2023 (TBC)

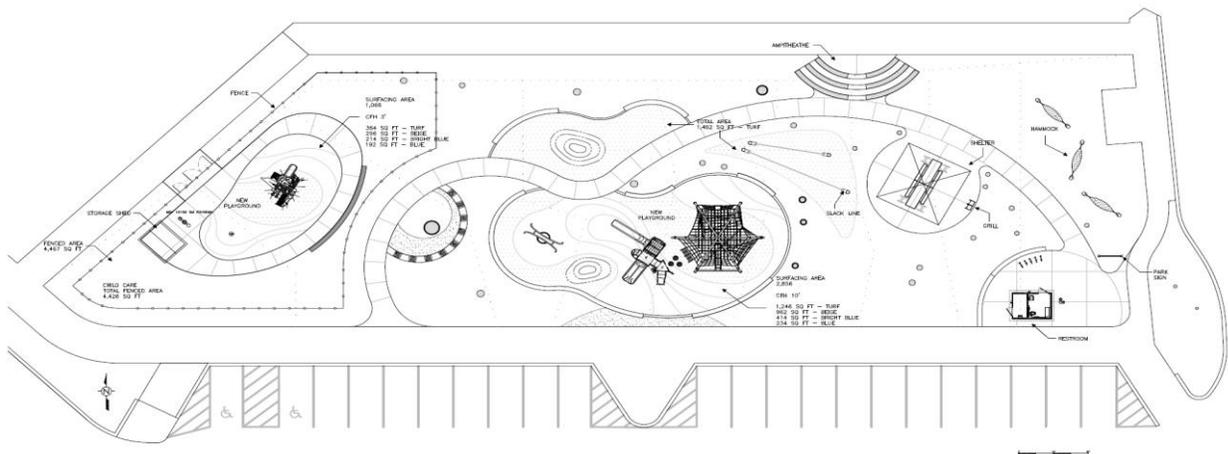
**Lead and/or support efforts to provide multi-purpose, year-round, indoor and outdoor recreation amenities in Mammoth Lakes.**

### (1) Mammoth Lakes Community Dog Park - PR 7

- Staff will be preparing the bid package for the dog park and adjacent parking lot this winter.
- Town Council allocated an additional \$300,000 to purchase and install the double stall restrooms for the dog park and Amphitheatre.
- Staff will engage the dog advocacy group to present the gather input/feedback on the site plan and design.

### (2) Park at the Parcel – PR 12

- 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.
- 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.
- The Town was approved for a \$289,219 CARES Act grant that will fund the majority of playground equipment and park amenities.
- Staff have included a draft site plan and renderings of the Park at the Parcel, that includes the MCOE childcare play area. Revisions are estimates are ongoing.
- Town Council approved an additional \$200,000 for the purchase and installation of the single stall restroom.



**(3) Mammoth Arts and Cultural Center (MACC) – GF 9**

- In collaboration with the Mammoth Lake Foundation, the Town received the Executive Summary produced by AMS Consulting for the proposed MACC.
- The Mammoth Lakes Foundation is the lead agency on the development of the MACC.

**(4) Edison Theatre**

- The Parks and Recreation Department is operating the Edison Theatre with approved funding of \$92,241.68 for fiscal year 2022/23.
- The Edison Theatre is scheduled to close later this year to begin renovations.
- Functioned as an EOC for the USAR teams – vacated April 12.
- SCT show scheduled to commence April 27.

**(5) Outdoor Courts (Tennis/Pickleball)**

**Community Center Tennis Courts**

- Tennis Court Update: The Town Manager executed an Agreement with AllSport America, Inc. for the installation of a Sport Court Modular Overlay Surface on Community Tennis Courts 5/6 and the installation of 6 regulation Pickleball Courts on the District/MCOE Ice Rink/RecZone site in the amount of \$275,000, including a not to exceed contingency of \$10,600.

**Existing Ice Rink Conversion – Pickleball and Multi-Use Complex**

- Town staff presented a one-month lease extension and the new 5-year lease agreement to the Mammoth Unified School District Board of Trustees for the proposed use of the Multi-use Facility (ice rink) site on February 16, 2023, and they were both unanimously approved.
- Town Council approved a 1-month extension of the current amended lease agreement for the Mammoth Ice Rink Site with the Mammoth Unified School District and Mono County Office of Education in the amount of \$4,200 and approved a new 5-year lease agreement with the Mammoth Unified School District and Mono County Office of Education to convert the existing Mammoth Ice Rink site to a community Pickleball and Multi-Use Complex for \$1.00 per year.
- The scope of work with AllSport America Inc. is included in detail in the agreement, and in summary includes the following: (i) repairing community courts 5/6 in preparation for the installation of the SportGame Pickleball Overlay Surface (approx. 14,400 sq. ft.) – colors to be affirmed by the Parks and Recreation Commission, installing one (1) fixed height tempered-glass basketball system on court #1 and striping two (2) tennis courts on courts 5/6, one basketball key on court #1, and optimal striping for one set of (1) pickleball lines on court #2. Based on the condition of the two sets of net posts, these may also have to be replaced, which would be covered by the contingency funds.
- Work is contracted to begin in June and be completed by no later than June 30, 2023, unless the Project is changed or amended by the Town in writing. Weather may impact the installation time as well.

**(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).
- Funding is not secured for this project.

**(7) 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.

**(8) Mammoth Creek Park West Play Area.**

- Redevelopment of open play area adjacent to the inclusive playground.
- Staff will draft site plans and present to the Commission for review/input.
- Formal plans will be developed with a cost estimate and timing for implementation.

**Enhance recreation infrastructure to improve user safety, improve operations, and overall guest experience:**

**(1) Maintenance Best and NEXT practices**

- Winter Snow Removal Map for the MUP’s has been updated and is online at: <https://www.townofmammothlakes.ca.gov/228/Parks-and-Facilities-Update>

**(2) 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. Staff will provide a detailed update in the deferred maintenance staff report.
  - The installation of the perimeter fencing will resume on Whitmore Field 2 in the spring. The bulk of the remaining work is installing the 6’ and 4’ fencing around the field/excess outfield area.

**(3) Amenities Enhancement Program**

- Members of the community can view and purchase amenities for dedication throughout our parks and alongside Town Multi-Use Paths (MUPs) on the ActiveNet platform.
- A number of amenities have been purchased and staff are working with vendors to commission bronze dedication plaques that will be installed in the Spring - weather conditions pending.

- There is currently a very limited inventory. 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 multiple locations alongside the MUPs throughout town and in the Lakes Basin.

## **DELIVER HIGH-QUALITY, INNOVATIVE, AND AFFORDABLE RECREATION PROGRAMMING**

**Create and deliver scalable, sustainable and DEI Core Community Programs aligned with the resource capacity and capabilities of the Department.**

- Staff are reviewing registration platforms, forms, and waivers to ensure inclusive language is used.
- The Tony Colasardo Scholarship Fund is OPEN for applications.
- Tony Colasardo Scholarships have been awarded to 23 recipients in 2023, thus far.
- The Tony Colasardo Scholarship Fund continues to remain open for donations, and currently has a balance of \$64,582.74.
- For more information, please visit: [www.TonyColasardoScholarshipFund.com](http://www.TonyColasardoScholarshipFund.com)

### **Core Program Areas**

#### **(1) Youth/Teen Camps and Programs**

- *Summer Youth Camps and Programs*
  - Early Registration (one product per person) opened on Monday, April 3. 281 registrations were processed during the first hour, and as of April 4, 397 participants had registered for summer camp products. This is approximately 7% of available camp inventory.
  - Open Registration began on Monday, April 10. All remaining inventory and Swim Lessons are available on a first come, first serve basis.
  - Staff are now busy working to finalize seasonal staffing and logistics for the upcoming summer.
  - Staff have submitted permit applications to the US Forest Service (Inyo) and US National Park Service (Yosemite).
- *Youth After-School Programs*
  - Spring Gymnastics at the Community Center is ongoing.
  - Registration for Spring Bike Squad and Lil' Rec'cers (Wreckers) remains open.

#### **(2) Adult Activities**

- Adult Coed Indoor Soccer (MHS Gym) and Volleyball (MMS Gym) Leagues are ongoing.

#### **(3) CRC Programs**

- Operating plans for LA Kings Ice at Mammoth Lakes and the Mammoth RecZone are incorporated in the 2023 Annual Programming Menu.

**(4) Facility Operations/Maintenance**

- The crew have been working to reopen sidewalks/MUP's from the recent series of storms.
- Staff also assist the PW department during storm cycles.

**(5) Community Events**

- June 24 – Town Clean-up Day
- July 4 – Crowley Lake Fireworks

**Provide enhanced recreation programming by partnering with local organizations, fund local non-profit youth sporting groups (YSF), hire skilled instructors, or contract with recreation entities.**

- **Mono County First Five Peapod Playgroups**
  - Peapod Playgroups have begun their Spring Sessions at the Community Center at the following times:
    - Mondays 10am-11am
    - Tuesdays 10am-11am and 6pm-7pm
- **Youth Sports Organizations**
  - Mono County Little League registration for the 2023 season remains open. The season has been postponed until mid-May, and staff will continue to assess field conditions. Staff are working with Mono County Little League to finalize their 2023 TOML Facility Use Agreement.
  - Staff are also working with Mammoth Lakes Swim Team to finalize practice and meet schedules for the upcoming season, as well as their 2023 TOML Facility Use Agreement.
- **Mammoth Unified School District**
  - Staff have notified the MHS Athletic Director as to delays with the opening of the Whitmore Recreation Area ballfields this Spring, which will affect MHS Softball, Baseball and Track teams.
  - Staff are working with the MHS Athletic Director to accommodate MHS Volleyball at the Community Recreation Center (CRC) in the summer/fall as a result of the upcoming closure of the MHS Gym for scheduled rehabilitation. MHS Volleyball have requested courts for a tournament in early September, as well as courts for after-school practice sessions, August – September.

**STRENGTHEN ORGANIZATIONAL SYSTEMS, STRUCTURES AND OPERATIONS**

**Realign the Department's organizational structure to further the growth, quality, and efficient delivery of the Core Program Areas.**

- The organizational chart for the Recreation Department ONLY has been realigned to further the development and success of the core program areas.

**Continually improve the delivery of Core Program Areas by constantly measuring performance, utilize a data-driven approach, and implement a NEW community recreation management platform**

**(1) Program and Facility Satisfaction Survey**

- Staff are revising the 2023 Program and Facility Satisfaction Survey. Once revision is completed, the survey will be distributed to program participants and facility users.

**(2) DaySmart Recreation**

- Early Registration opened on April 2 and the feedback from the community with regards to the new platform has been very positive.
- Staff continue to build facility rentals and point of sale modules.
- <https://www.daysmartrecreation.com/solutions/parks-rec>

**(3) PlayCore Data Services Lab**

- Parks and Recreation contracted with the Playcore to conduct a PILOT Mobility Usage Report for the Whitmore Recreation Area (Excludes Pool) and the Community Center Tennis Courts on Forest Trail.
- Staff are working with the CORE Data Service Lab on the new *data translation and storytelling platform*.

**(4) NEW Parks and Recreation Department website**

- The Town of Mammoth Lakes website is currently undergoing a redesign, scheduled to be completed in Spring 2023. Upon completion, the Parks and Recreation webpages within the TOML website will be subject to a redesign that will include navigational department headers, quick link features and a calendar.

**(5) Recreation This Week**

- Current users: 988 (+1)
- Revising format and adding new headers for 2023

**(6) Social Media**

- Mammoth Parks N Rec. Facebook Page – 2916 followers (+39)
- Mammoth Parks N Rec. Instagram – 1,419 followers (+175)
- Mammoth Ice Rink Facebook Page – 610 followers (+8)
- Mammoth Whitmore Pool Facebook Page – 649 followers (-25)

**(7) Brochures, flyers, and print ads.**

- Staff are reviewing best practices for disseminating information for our many programs and events.
- Staff are working with Mammoth Lakes Creative on the 2023 Summer brochure.

## **BUILD CAPACITY, TEAMWORK AND RECRUIT AND RETAIN THE BEST**

**Build capacity by aligning positions (responsibilities) and desired outcomes with professional, prepared, and passionate people.**

### **(1) Workforce Development**

- Staff are developing plans to actively build our workforce through several programs, such as the CIT Camp and Whitmore Pool programs.

### **(2) Professional Development**

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

### **(3) Education and Networking**

- Staff continue to identify education and networking opportunities.
- Staff are attended the annual CPRS Conference from April 3-6, 2023 in San Diego.

### **(4) Customer Service Training**

- No update.

**Build a high-performing Team by integrating the 5 C's into daily operations to achieve extraordinary results.**

#### *(1) Communicate (the what)*

- Create shared understanding and awareness by frequent and effective vertical communication - establishes a shared vision, focus, common purpose and enduring connection.

#### *(2) Connect (the why)*

- Build genuine relationships and trust by positive interactions, shared experiences and honesty with each other that furthers and reinforces collaboration.

#### *(3) Collaboration (the how)*

- The team is better, stronger and more productive together by working together. Seek synergistic relationships, innovation and partnerships in all directions (internally and externally). Think WE before me...

#### *(4) Commit (the do)*

- It is each individual's unwavering commitment and accountability to the team that leads to extraordinary results. Goal is to empower team members to act with confidence and with the support of the entire team (empowered execution).

#### *(5) Celebrate (All!)*

- Recognition and acknowledgement of an individual's and the team's accomplishments needs to be celebrated!

**Strategically Recruit, Retain and Recognize our Employees**

### **(1) Recruitment Plan**

- Congratulations to Mark Bell, new Adult Programming and Facility Operations Supervisor and to Andrew McEachron, our new CRC Supervisor. Andrew's first official day is April 17, 2023.
- Ongoing recruitment for Programs and Facilities Administrator
- Recruitment for summer counselors, facility staff (Whitmore Pool), parks maintenance staff, instructors and coordinators is underway – job postings open online
- Staff are working to secure seasonal housing for summer counselors.

**(2) Recognition Plan**

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