

**Attachment A**

**Airport**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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 <sup>th</sup> 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 <sup>th</sup> 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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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**

<b>Core Service</b>	<b>Level of Service</b>	<b>Department</b>
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