

PARKS AND RECREATION COMMISSION STAFF REPORT

Subject: Parks and Recreation Department Monthly Report

Meeting Date: April 1, 2025

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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 2025 Strategic Priorities and Key Objectives.

- A. Strategic Priority: *Maintain and Invest in the Town's Recreation Infrastructure*
- B. Strategic Priority: *Deliver High-Quality, Accessible and Affordable Recreation Programming*
- C. Strategic Priority: *Build Capacity to Enhance and Expand Programming*

DEPARTMENT NEWS AND UPDATES

Facility Status:

Community Center

- OPEN for programming and private rentals.

Community Tennis Courts and Playground

- Tennis Courts – CLOSED for the season.
- Pickleball Courts – CLOSED for the season.
- Restrooms – CLOSED for the season.
- Playground – CLOSED for the season.

LA Kings Ice at Mammoth Lakes

- OPEN for the season.
- Pickleball court – OPEN for the season

Mammoth RecZone

- CLOSED for the season.

Mammoth Lakes Pickleball Complex

- Pickleball Courts – CLOSED for the season.
- Restrooms – CLOSED for the season.

Mammoth Creek Park - West

- Inclusive Playground – CLOSED for the season.
- Restrooms – OPEN (weather dependent).
- Natural turf area – CLOSED for the season.
- Natural/Prefabricated bouldering area – installation scheduled for Spring.
- Pavilion/outdoor amphitheater – installation scheduled for Spring.
- Synthetic turf area – CLOSED for the season.

Mammoth Creek Park – East

- Restrooms – OPEN (weather dependent).

Shady Rest Park

- Ball Fields 1-3 – CLOSED for the season.
- Soccer Fields 1-2 – CLOSED for the season.
- Restrooms – CLOSED for the season. Portable restrooms available.
- Playground – CLOSED for the season.
- Ball Field Restrooms – CLOSED for the season.
- Shady Rest DiscGolfPark® - CLOSED for the season.
- Shady Rest Volleyball Courts – CLOSED for the season.

Trails End Park/Volcom Brothers Skate Park

- Skateparks – CLOSED for the season.
- Restrooms – OPEN (weather dependent).
- Playground – CLOSED for the season.

Park at the Parcel

- 2-5 year old Playground – Managed by MCOE
- 5-12 year-old Playground/climbing Dome – CLOSED for the season.
- Restrooms – OPEN
- Pavilion and Picnic Area – CLOSED for the season.

Mammoth Lakes Community Dog Park

- Dog Park – OPEN (weather dependent)
- Restrooms – CLOSED for the season.
- Parking Lot – OPEN (weather dependent)

Town-wide MUPs and Sidewalks

- Lakes Basin MUPs – CLOSED for the season.
- Downtown MUPs & Sidewalks – OPEN (weather dependent)

Whitmore Pool

- CLOSED for the season.

Whitmore Recreation Area

- Whitmore Ball Fields 1-3 – OPEN (weather dependent)
- Whitmore Track – OPEN (weather dependent)
- Whitmore Synthetic Turf – OPEN (weather dependent)
- Restrooms – CLOSED for the season.

MAINTAIN AND ENHANCE THE TOWN’S RECREATION INFRASTRUCTURE

Complete Phase II “Interior Improvements” of the Community Recreation Center (CRC)

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

- Phase II Tenant Improvements bid was awarded on October 2, 2024 to Lehman Construction.
- On March 19, 2024, the Town Council allocated \$280,000 to complete Phase II construction and awarded \$530,400 for Phase II enhancements.

CRC Phase II Project Close-out and Facility Enhancement Update:

Phase II construction is underway and progressing slowly and methodically. A majority of the items have been completed, with many on-going, while others have been impacted by poor workmanship from the previous contractor or delayed due to unforeseen circumstances. Completed items include the mechanical enclosure roofing, parking lot lights, facility-wide flooring, exterior pergola, upper locker room decking and access improvements for elevated viewing, bleacher purchase and installation and sound mitigation for the chiller. On-going work items include the installation of the modular staff offices & furniture (DIRTT & PIVOT Contract), scheduled to be installed this spring when the facility closes for the winter. Office work also includes electrical, HVAC and fire sprinkler connections to the offices, including the installation of the office T-bar ceilings. The stairs for the bleachers and ADA lift are in production and once on-site, will be installed. During this period of time, there has been several items that required a change in scope, such as the concession area, pergola sign lettering, safety netting and enhanced plexiglass player/scorer table screens, and the use of laminated glass for the railing to name a few. As such, an existing funding gap of \$280,000 remains to complete Phase II construction.

Town staff are also requesting several facility enhancements identified from Phase II that will significantly improve the operations, aesthetics and efficiency of the Community Recreation Center (CRC) for year-round use. These items are listed in detail below with a funding estimate of \$510,000.

CRC WORK ITEMS	ESTIMATE
PHASE II PROJECT CLOSE-OUT:	\$280,000
PHASE II ENHANCEMENTS:	\$510,000 + \$20,400 Contingency
GUEST SERVICE/RENTAL COUNTER	\$150,000
FACILITY SOUND ENHANCEMENT	\$42,000
MAMMOTH RECZONE EXTERIOR SIGN	\$10,000

SEASONAL RINK CONVERSION/CURLING SHEET	\$75,000
WEST WALL SCREEN	\$61,000
STAFF OFFICE AIR CONDITIONING	\$20,000
HMC ARCHITECT ADDITIONAL DESIGN SERVICES	\$152,000

GUEST SERVICE/RENTAL COUNTER

The proposed guest service/rental counter in the north lobby is a scaled down version of the original design that incorporated office space for staff, a rentals area and a dedicated concession area for food and beverage sales. The original design was removed from Phase I to bring the project within budget based on the funds allocated by the Town Council for the construction of the facility. This proposed version is similar in design to the original version and integrates with the soon to be installed DIRTT office area located adjacent to the counter area and better serves and enhances the needs of staff, while providing greater public space and a heightened guest experience versus the original design.

The counter area includes custom designed case work, movable shelves, several drawers and durable counter tops that will incorporate point of sale systems, ADA access and a flip shelf for access. Toe kick heaters for staff will be installed (max. winter temperature inside facility is 45 degrees) and a prominent overhead store front will enhance the guest experience with elevated signage creating improved wayfinding and an improved sense of arrival for the public. HMC estimated the cost at \$152,000, based on the actual cost of work currently being undertaken by the contractor.

Original Phase I Design Renderings



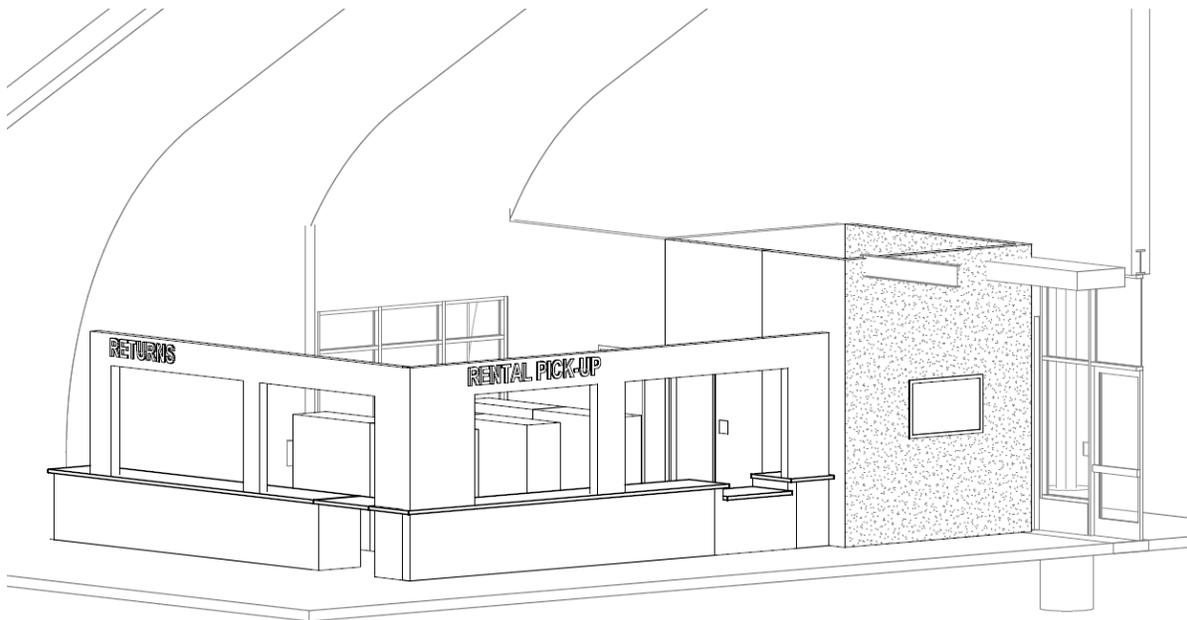


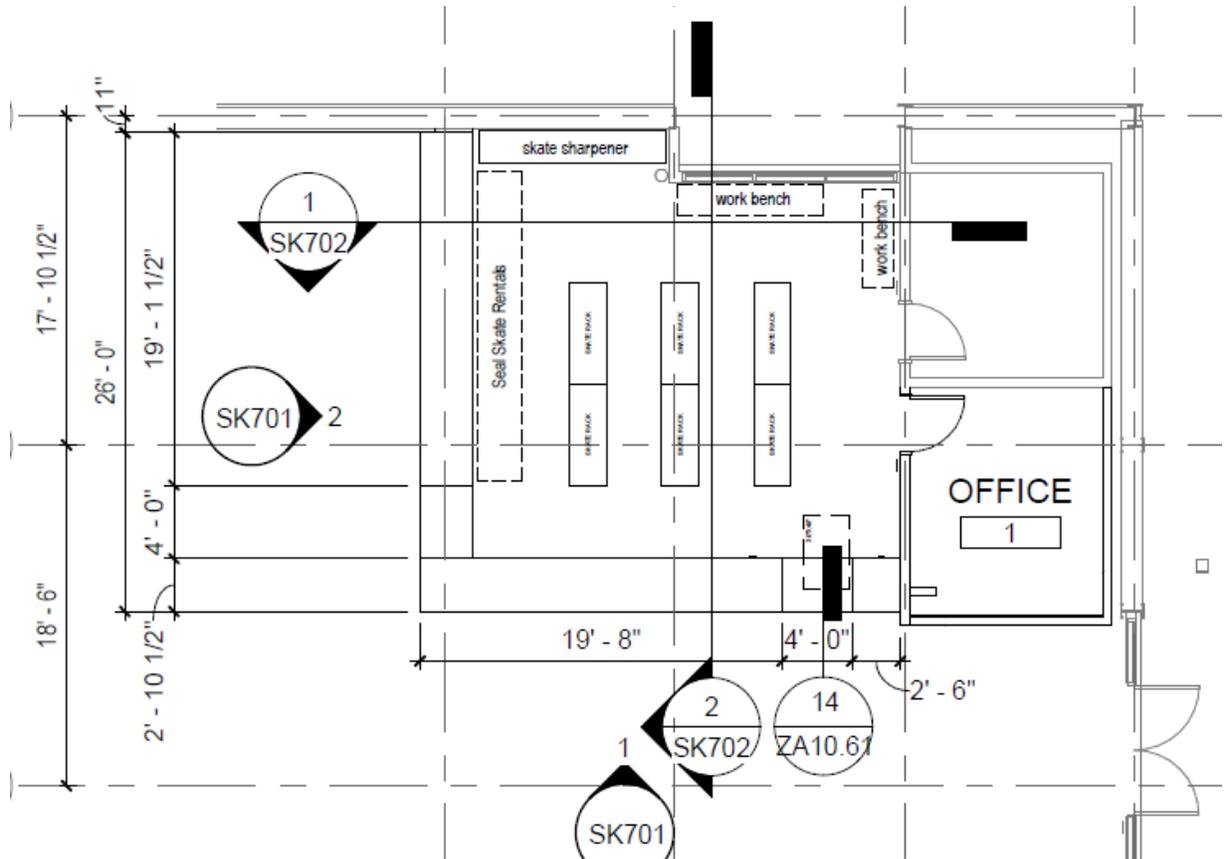
Existing “Temporary” Layout





Proposed New Front Counter Design





FACILITY SOUND ENHANCEMENT

After operating for the past 18 months, it is apparent that the specified and budgeted sound system does not meet the needs of the facility or expectations of our many users. The sound system is barely adequate for the rink area and is severely limited by the glass and dasher boards that surround the rink and restricts the amplification of quality sound into and throughout the north and south lobby areas. As a short-term fix, the Town borrowed subwoofers and additional speakers placing them above the locker rooms, but with the installation of the new bleachers, this area is no longer available or suitable for these speakers.

This past month, the Town solicited assistance from an audio engineer from Daktronics and Brian Knowles from Eastern Sierra Audio who evaluated the facility and recommended equipment that will both augment the existing system and enhance high speech intelligibility and quality music reproduction throughout the facility. The enhancements will also enable control of the speakers in the rink/reczone area with a separate control for the speakers in the north and south lobby areas. The estimated cost for equipment and installation is \$42,000.

Daktronics Custom Indoor Sound System

- Two (2) Dual 15" Subwoofers
- Two (2) JBL – J' Shaped Column Loudspeaker Speakers
- Two (2) JBL – Low Frequency Extension for JBL Speaker

- One (1) JBL 2 Channel Mixer
- Audio Cabling, On-Site Installation Supervision & Commissioning, Engineering, Shipping to Site, and One (1) Year Parts and Labor Service

MAMMOTH RECZONE SIGN

Staff are recommending an exterior facility sign for the Mammoth RecZone be placed at the entrance to the facility to complement the new larger LA Kings sign. Design work is underway with an estimate of \$10,000 to construct the sign. Staff will install the sign and place solar lights for illumination at night.

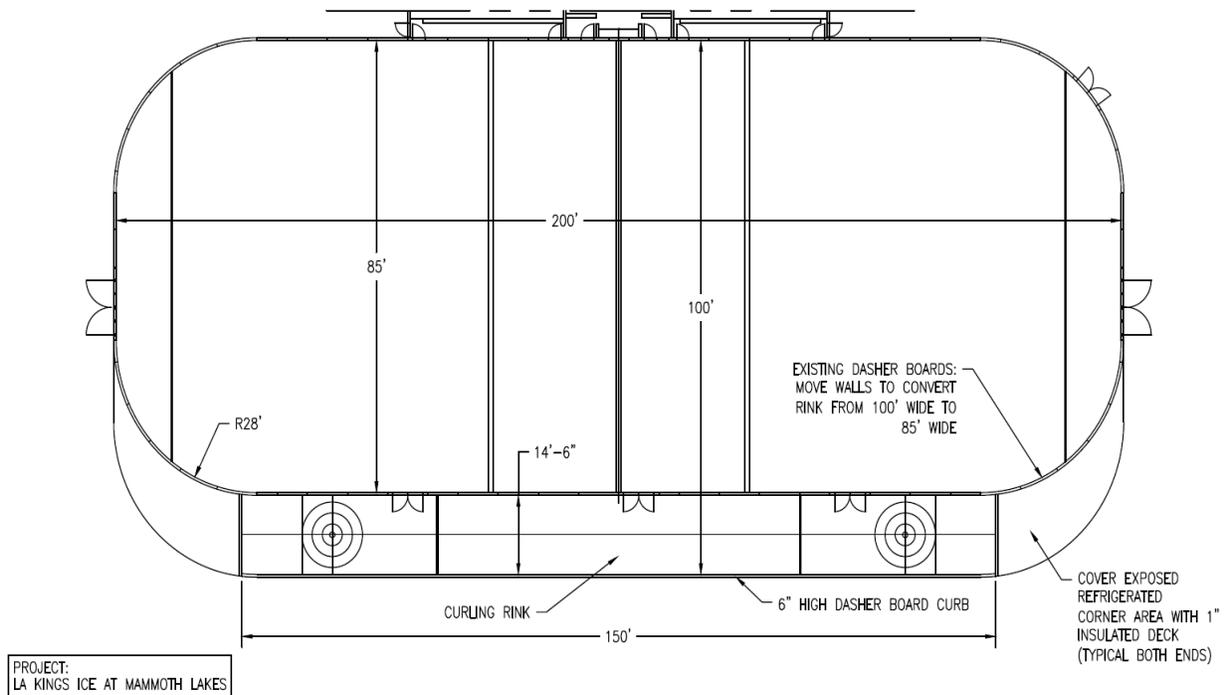
Placement of Mammoth RecZone Sign is illustrated below:



OLYMPIC-NHL RINK CONVERSION / DEDICATED CURLING SHEET

The purpose of the conversion of the ice rink in winter from Olympic size (100'x200') to a smaller NHL size (85'x100') is to maximize the use of our one sheet of ice and increase programming opportunities for all user groups. In our second year of operations, we are experiencing a significant increase and growth in all ice sport categories. This includes public skate, youth and adult ice hockey, skate lessons, ice rentals and curling.

A layout of the rink conversion is illustrated below.



Most ice rinks in their third season would look to build another ice sheet but we don't have this option. We can, however, accommodate increasing demand for ice time by converting one large sheet of ice into two sheets of ice. The smaller ice sheet (15'x150') would create a dedicated curling sheet allowing for the significant growth of curling in Mammoth Lakes. Currently, due to competing demands for ice time, league curling can only be programmed on Sunday night with drop-in curling scheduled on Monday at lunch-time, with Community Curling nights scheduled once every month on Wednesday evening. The dedicated curling sheet would be programmed and available for use during the CRC's operating hours, simultaneously with other uses programmed on the skating sheet, greatly adding to the growth and interest in curling. For example, we could significantly increase the leagues from 13 teams to up to 20 teams based on a dedicated curling sheet. There is also interest in starting a Mammoth Lakes Curling Club, which would greatly benefit the community, as programming, leagues, lessons and tournaments would be facilitated by the club, with support from the Town.

The NHL regulation rink, similar in size to the old outdoor ice rink, would still be able to accommodate public skate, and lessons, but would significantly enhance the hockey experience for all ages as the majority of USA Hockey games, including the Olympics, are now played on NHL sized rinks. In addition, the LA Kings have expressed interest in utilizing the facility for pre-season training in September which would require an NHL rink.

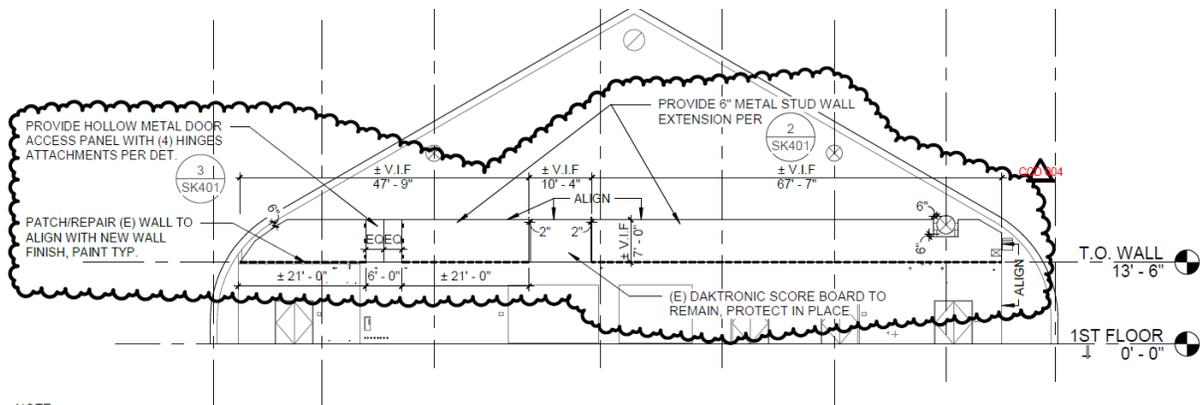
The one-time cost for the rink conversion material is \$52,000, with a one-time labor cost of \$23,000 to convert the rink from Olympic size to NHL size. Town Staff will manage the conversion of the rink back to an Olympic size in summer for the installation of the Sport Court and convert the rink back to NHL in September for winter operations.

WEST WALL SCREEN

This project satisfies several concerns and needs of the facility. The first is to maximize the available “second-floor” storage space above the west end Zamboni, storage, mechanical and electrical rooms by installing a 7-foot high wall screen to block the guests’ view of the mechanical equipment. The addition of an access door provides the opportunity to store seasonal equipment on this large 20’ x 120’ elevated space.

The second benefit is the ability to hang Mammoth Lakes Youth Hockey and Bishop High School hockey tournament banners on the wall showcasing their success and growth of our local teams.

Finally, the large scoreboard will be integrated into the west wall screen providing a higher quality and more visually appealing aesthetic for the facility and thousands of users. Funding estimate from the contractor is \$61,000.



NOTE:
 1. VERIFY IN FIELD AND FRAME AROUND ALL (E) CONDUITS, PIPES, SPRINKLER LINES, DUCTS WITH A 6" MIN. CLEARANCE, TYP.
 2. PROVIDE A 6" GAP CLEARANCE TO FRAME AROUND THE STUD WALL EDGE AND (E) STRUCTURE, TYP.

West Wall Elevation - Parapet Wall Extension

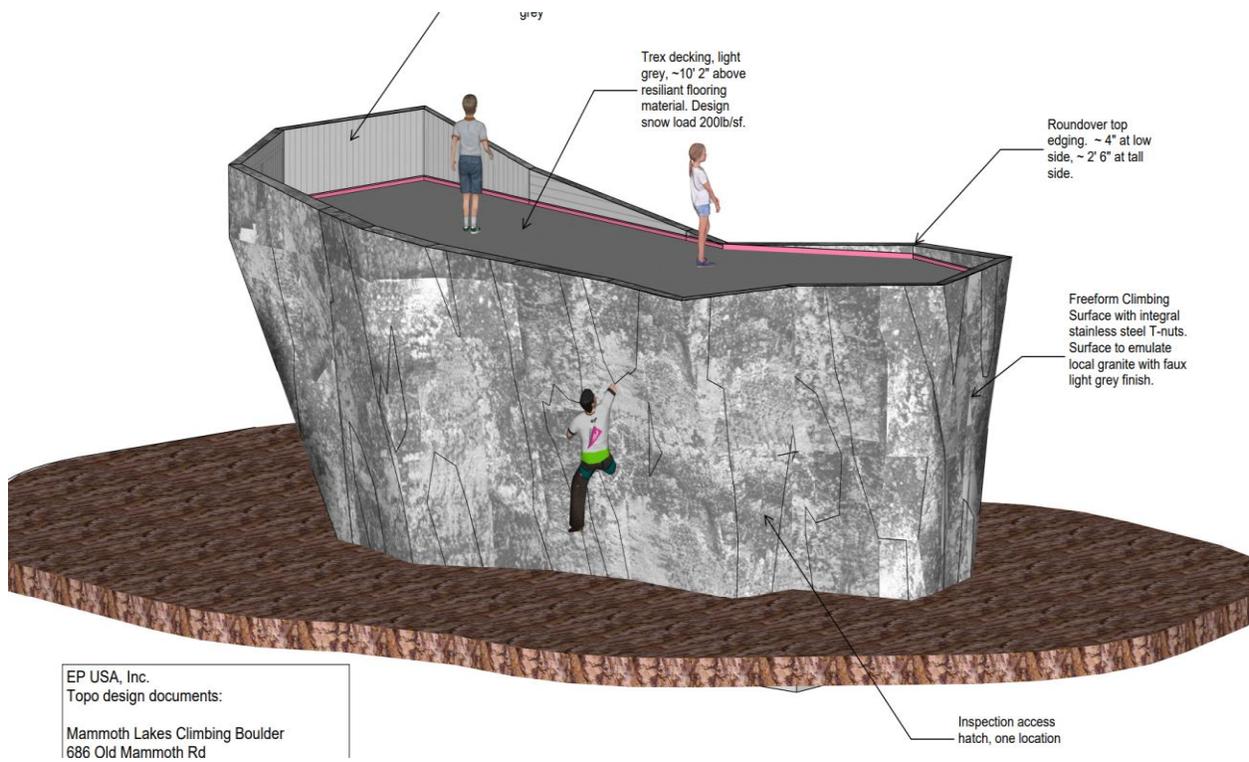
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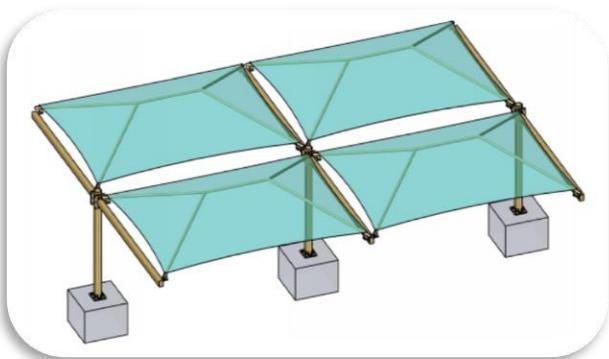
1/16" = 1'-0"



- On March 19, 2025, Town Council formally accepted the close-out report and finding shortfall for the dog park.
- At the time of the contract award, the project was fully funded with General Fund contributions of \$850,000 and a contribution of \$50,000 from a T-Mobile parks grant awarded to the Town, and an allocation from Capital Reserves Fund 980 in the amount of \$250,356.53, for a total funding allocation of \$1,150,356.53. An additional \$11,257.37 was needed to fully fund and close out this project. The overage is attributed to the purchase of wildlife proof trash containers, leach posts and minor electrical work that were billed to the construction project after the project was substantially complete.
- Park at the Parcel
 - The majority of the park is complete. Recent construction includes the 20'x20' pavilion, bike racks, and water fountain.
 - The park officially opened to the public on August 7, 2025.
- MACC/Edison Theatre and Outdoor Amphitheater
 - The Edison Hall is closed for renovations and will reopen this spring after water damage is remediated.
 - Staff and HMC are finalizing construction drawings for the MACC with bid documents planned to be published in Spring.
- Bike Park/Pump track
 - Town is finalizing Purchase and Sale Agreement of property with MLF
 - Funding is not secured for this project.
 - Identified in Town's 5-year CIP
 - Parks and Recreation is planning to install a small beginner pump track at the CRC to support summer camp operations.
- Mammoth Creek Park West Park Rehabilitation Project
 - The scope of work for the project is included below and is estimated at \$850,000.
 - Prefabricated Boulder purchase and installation
 - Shade structures
 - Synthetic turf
 - Grass lawn area
 - CRC railing
 - Park identification sign
 - Bike racks
 - Landscaping
 - Hardscape
 - Safety surfacing
 - Park Amenities
 - On March 18, 2025, Mammoth Lakes Recreation by motion approved the funding request of \$350,000 for the large, prefabricated custom boulder to be installed at the north/east corner of the park.

- The Mammoth Lakes Outdoor Freeform Climbing Boulder is designed and built by EP Climbing and will encompass 1,117 square feet of climbing surface to maximize t-nut placement and hand-hold route setting.
- The top profile varies from 11 feet to 13 feet 6 inches.
- Length is 32 feet, 8 inches with a width of 16 feet 3 inches.
- Top deck is Trex (light grey) and approx. 425 square feet, and surface emulates local granite color.
- Boulder will have a natural built in down-climb route, four (4) natural built in climbing routes and natural looking climbable crack seams.
- Integral steel support frame with weather resistant finish.
- The boulder is scheduled to be installed this spring.





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

- Maintenance Best and NEXT practices
 - Continual improvements made daily
- Planned Maintenance/Park Improvement Program
 - Planned work pending funding in 2025 includes the following
 - Shady Rest Park MUP rehabilitation
 - Shady Rest Park Skate/Bike Park rehabilitation

- Volcom Brothers Skate Park rehabilitation project planned in May pending public bid for planned maintenance.
- Whitmore ball field #3 – On March 19, 2025 Town Council allocated \$30,000 for the following scope of work:
 - New infield mix
 - Leveling of infield/outfield
 - Installation of bottle filling station on snack shack
 - Purchase of 1 x ADA picnic table and 3 x regular 8’ picnic tables for enhanced picnic area at the south end of the Whitmore Track and Sports Field.
- Amenities Enhancement Program
 - The Town of Mammoth Lakes Amenities Enhancement Program provides an opportunity to celebrate people and events, and to make a great impact on the well-being of the park and open-space system. Amenities available for donation include benches, tables and bike racks. Our current available inventory is limited. Staff continue to work with our US Forest Service partners to identify and approve additional amenities and locations.
 - Staff will be opening up locations at Mammoth Creek Park in spring to complement our ongoing investment. Interested donors are asked to complete our [online 'Expression of Interest' form](#).

Work with Town Departments and community partners to leverage state and other resources to support regional arts and culture, events, and sports related facilities to leverage regional competitions and athlete training.

- No updates

DELIVER HIGH-QUALITY, INNOVATIVE, AND AFFORDABLE RECREATION PROGRAMMING

Determine plan to revise, amend or develop new Parks and Recreation Master Plan/Trail System Master Plan that includes updated goals and policies, including an analysis of the supply, demand and needs for park and recreation facilities and services within and surrounding the Town of Mammoth Lakes.

- The Parks and Recreation Master Plan will be a guiding document for future development and redevelopment of the Town’s system of parks, facilities, and recreation programs and services over the next 15-20 years. The plan will define goals, tasks and prioritized strategies and program and amenity recommendations based on current and future funding, land use and level of service scenarios and standards.
- A comprehensive master plan is expected to take 12-18 months, depending on the desired outcomes and defined deliverables.

- On March 19, 2025, Town Council allocated \$300,000 for the implementation of the PRMP.
- A detailed overview of the phases and tasks required to begin the process to update the master plan are outlined in a separate staff report.

Develop and deliver Core Program Areas aligned with the resource capacity and capabilities of the Department.

2025/26 Parks and Recreation Department Fee Schedule Amendments

- The Town Council approved the 2025/26 Fee Schedule amendments on February 19, 2025.
- The Annual Membership Program will publicly launch on Thursday, May 1, 2025 at the Community Recreation Center (CRC).

Core Program Areas

- **Youth/Teen Camps and Programs**

- *Youth After-School Programs*
 - Winter Youth programming includes:
 - Winter II Gymnastics sessions
 - Learn To Skate and Hockey Skating Improvement lessons
- *Summer Camps*
 - Planning is underway for 2025 Summer Camps.

- **Adult Programs**

- *Fall Programs*
 - Winter Adult programming includes:
 - Learn to Skate and Hockey Skating Improvement lessons
 - Coed Curling League (13 teams)
 - Winter Coed Intermediate (4 teams), Coed Beginner (6 teams) and Women’s (4 teams) Hockey Leagues (Total: 225 registered players)
 - Coed Indoor Soccer League (7 teams)
 - Coed Indoor Volleyball League (12 teams)

- Upcoming programming includes:

- March 30: Coed Indoor Soccer League Playoffs
- March 31: Winter Coed Intermediate Hockey League Championship Game
- April 1: Winter Coed Beginner Hockey League Championship Game
- April 3: Women’s Hockey League Playoffs
- April 6: Coed Indoor Soccer League Playoffs
- April 10: Women’s Hockey League Championship Game
- April 13: Coed Indoor Soccer League Championship Game
- April 30: Coed Indoor Volleyball League Playoffs
- May 7: Coed Indoor Volleyball League Championship

For more information on any of these programs, please visit www.MammothParksandRec.com

- **Facility Operations/Maintenance**
 - On-going identification and replacement of damaged items.
- **Community Events**
 - No update
- **Upcoming Events:**
 - Summer Recreation Expo and In-person Summer Camp Registration - March 31
 - Community Night FREE Public Skate – April 2
 - Online Summer Camp Registration OPENS - April 7
 - Spring Egg Hunt – MCP/CRC - April 16
 - Mammoth RecZone Opening Day - May 17
 - Whitmore Pool Opening Day for lap swim/swim team - May 12
 - Whitmore Pool Public Swim opens - June 14
 - Pickleball Complex opens - TBD
 - Shady Rest Park opens - TBD
 - Tennis Courts open - TBD

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.

- **Youth Sports Organizations**
 - Mammoth Lakes Youth Hockey continues to hold practices at LA Kings Ice Mammoth Lakes.
 - Mammoth Spring AYSO has commenced practice at Whitmore Synthetic Turf
 - Mammoth Lakes Football Club has commenced practice at Whitmore Synthetic Turf
 - Mono County Little League has commenced practice at Whitmore Ball Fields
- **Mammoth Unified School District**
 - Mammoth High School Baseball has commenced practice at Whitmore Ball Fields
 - Mammoth High School Track and Field has commenced practice at Whitmore Track
- **First 5 Peapod Playgroups**
 - Mono County First Five continues to hold Peapod Playgroups at the Community Center on Mondays from 10-11am

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 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 Surveys

- Staff will commence sending surveys to all Winter program participants.

(2) DaySmart Recreation

- No update.

(3) PlayCore Data Services Lab

- Program on hold.

(4) NEW Parks and Recreation Department website

- Staff continue to edit and update the newly launched and redesigned Parks and Recreation Department website.
- Staff are working to create internal processes to ensure the website and new functions (Calendar, News and Events) remain updated at all times.

(5) Recreation This Week

- Current users: 4,934 (+142) – NOW SENT THROUGH DAYSMART PLATFORM

(6) Social Media

- Mammoth Parks N Rec. Facebook Page – 3,238 followers (-5)
- Mammoth Parks N Rec. Instagram – 2,229 followers (+107)
- Mammoth Lakes Ice Facebook Page – 570 followers (+19)
- LA Kings Ice Mammoth Lakes Instagram – 1,147 followers (+32)
- Mammoth Whitmore Pool Facebook Page – 901 followers (-6)
- Mammoth RecZone Facebook Page – 59 followers (+1)

(7) Brochures, flyers, and print ads.

- Staff are working with Mammoth Lakes Creative to produce print ads, flyers, and social media assets for Skate with Santa and upcoming programs and events.

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

- No update.

(2) Professional Development

- Staff are planning for 2025 training and networking opportunities through JPIA (Joint Powers Insurance Authority), CPRS (California Parks and Recreation Society) and United States Ice Rink Association.

(3) Customer Service Training

- No update.

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

(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!

<p>Strategically Recruit, Retain and Recognize our Employees</p>

(1) Recruitment Plan

- Recruitment for the Programs and Facilities Administrator position is in the final stages. Interviews have been completed.
- The department is currently recruiting for the following positions:
 - Recreation Facilities Staff I – Lifeguard
 - Assistant Site Coordinator – Summer Camps
 - Site Coordinator – Mammoth RecZone
 - Summer Camp Counselors
 - Sports Officials – Softball
 - Recreation Coordinator – Summer Leagues
 - Recreation Instructor – Tennis
 - Recreation Instructor – Backpacking
 - Recreation Instructor – Mountain Bike
 - Recreation Instructor - Skateboard

- Recreation Facilities Staff I – Community Recreation Center

(2) Recognition Plan

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