

# **Mammoth Lakes Recreation Commission Staff Report**

**Commission Meeting Date:** June 3, 2025

**Date Prepared:** May 28, 2025

**Prepared by:** Stuart Brown, Parks and Recreation Director  
Haislip Hayes, Public Works Director/Town Engineer  
Nolan Bobroff, Community and Economic Development Director

**Title:** Parks and Recreation Master Plan Update and Commissioner Appointments to the PRMP Advisory Committee

**Agenda:** Discussion Item

## **Staff Recommendations:**

Receive an update on the development of a new Parks and Recreation Master Plan and discuss appointments to the Parks and Recreation Master Plan (PRMP) Advisory Committee and by motion, select one (1) appointee, and one (1) alternate.

## **Background Information:**

At the regular meeting of the Parks and Recreation Commission on April 1, 2025, staff presented an outline of the proposed Implementation Plan for the development of an updated Parks and Recreation Master Plan. The deliverables include updated goals and policies, an analysis of the supply, demand and needs for park and recreation amenities 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 10-15 years or longer.

On March 19, 2025, Town Council allocated \$300,000 for the implementation of the PRMP, and subsequently on April 16, 2025, received an initial review and strategy of updating and prioritizing Town-wide plans and directed the Town Manager to publish the Parks and Recreation Master Plan (PRMP), Request for Proposal (RFP) and formed a Brown Act Advisory Committee who will function as the Town Council’s advisory body for the development of the Parks and Recreation Master Plan. Town Council representatives to the Advisory Committee include Mayor Pro-Tem Rice with Mayor Bubser as the alternate.

## **Analysis And Discussion:**

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 10-15 years or longer. 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. There are several phases and tasks required to begin the process to update the Parks and Recreation Master Plan (PRMP) that are outlined below. Prior to the selection of the consultant and finalization of the PRMP outcomes and deliverables, the phases below should be used only as a guide in the process to inform planning efforts.

- *Phase 1 – Preparation Phase (March – May 2025)*
- *Phase 2 – Consultant Appointment (June 2025 – August 2025)*

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- *Phase 3 – Community Engagement, Data Collection and Plan Development (Sept. 2025 – Summer 2026)*
- *Phase 4 – Approval and Public Presentation Phase (Fall 2026)*
- *Phase 5 – Implementation Phase (Fall/Winter 2026/27)*

## **Request for Proposal (RFP) Document**

The RFP was published on April 21, 2025 and closed on May 30, 2025. Respondents submitted their proposals to the Town's online [bid portal](#). Consultant interviews are scheduled to take place between June 23 and July 11, 2025. Town Council is scheduled to formally approve the selection of the consultant, agreement and timeframe on August 6, 2025.

## **Formation of the PRMP Advisory Committee**

The Parks and Recreation Master Plan (PRMP) Advisory Committee is the Town Council's Brown Act Advisory Committee for the development, review and implementation of the PRMP's stated outcomes and deliverables. Responsibilities include the following

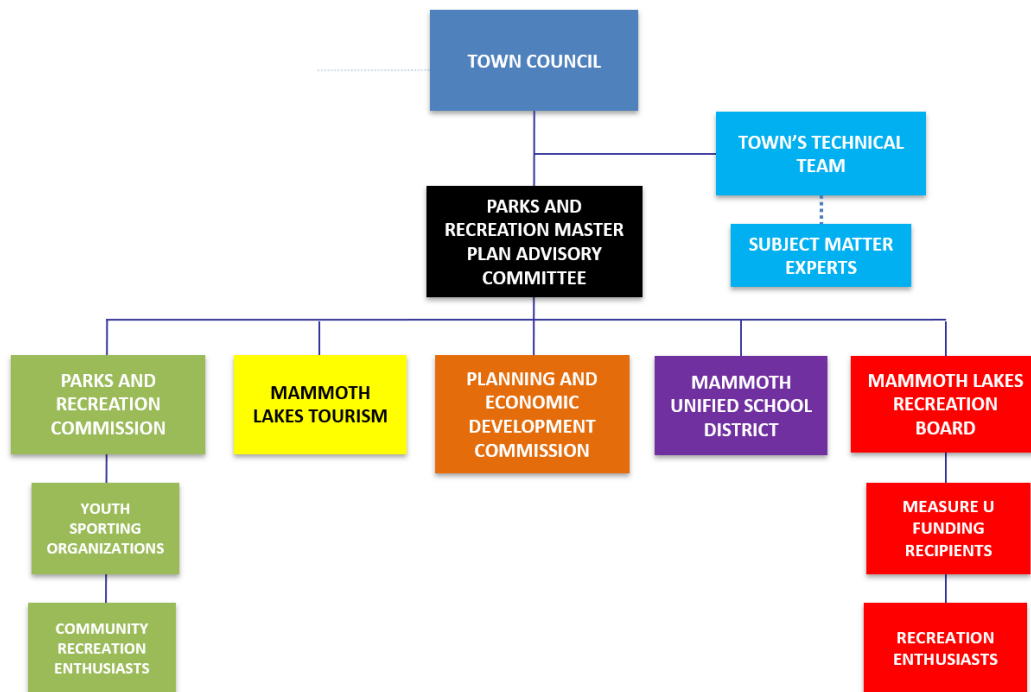
- Provide general input, guidance and communicate their affiliated organizations recreation interests to the consultant and the Town's Technical Team.
- Participate in regular (quarterly) progress reports scheduled by the Town's Technical Team. Inform their respective organizations as well as provide consensus input/recommendations from their respective organizations to the consultant.
- As needed, support the consultant and Town's Technical Team in the development of the PRMP development plan (i.e. community engagement tactics, public outreach, venue locations, etc.)

The committee is expected to meet approximately 4-6 times for the duration of the master plan development plan process.

The composition of the committee is as follows and its relationship with the Town Council is illustrated below in the organizational chart below.

- Mayor Pro-Tem Rice and Mayor Bubser (alternate)
- 1 x Parks and Recreation Commissioner + alternate
- 1 x Mammoth Lakes Recreation Board member + alternate (July, 2025)
- 1 x Planning and Economic Development Commissioner + alternate (June 11, 2025)
- Mammoth Unified School District representative: Casey O'Neil
- Mammoth Lakes Tourism representative: Betsy Truax, John Urdi (alternate)
- 3 x Community at Large representatives (application process – selected by Town's Technical Team.

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Town staff request the commisison discuss appointments to the Parks and Recreation Master Plan (PRMP) Advisory Committee and by motion, select one (1) appointee, and one (1) alternate.

## **Attachment:**

A. Request for Proposals – Parks and Recreation Master Plan