

Agenda Item # 2

File No 100-50
(920-10)

Mammoth Lakes Town Council Agenda Action Sheet

Council Meeting Date: November 19, 2014 **Date Prepared:** November 13, 2014

Prepared by: Daniel C. Holler, Town Manager

Title: Mammoth Lakes Recreation Informational Report to Town Council.

Agenda: Presentations

Recommended Motion: This is an informational item and no action is required.

Background Information: As part of the approval of the contract with Mammoth Lakes Recreation (MLR), Council requested regular updates (at least quarterly). This presentation provides the initial report to Council on the status of MLR. The attached information provides a brief overview of the organizational status as a recognized non-profit, operational logistics, the board of directors and an overview of contractual deliverables. Representatives from MLR will provide a brief status update.

Funds Available: N/A

Account #:

Reviewed by:

✓ Town Manager

Mammoth Lakes Recreation – Report to Town Council - November 19, 2014

Mammoth Lakes Recreation (MLR) would like to bring Town Council and the community up to date on its activities for the past few months. Below are major milestones completed since the June 2, 2014 formation of MLR.

1) Tax Exempt Status – Exempt status under 501(c)(3) received from Internal Revenue Service. Exempt status for California (Franchise Tax Board) also received.

To ensure continuation of the exempt status, the MLR Board has developed and adopted the following organization documents:

- Conflict of Interest Policy
- Legal Requirements Handbook
- Governance Handbook
- Accounting Procedures

2) Filing Deadlines – All required federal and state reporting for the Fiscal Year ending June 30, 2014 has been completed.

Required California Secretary of State and Department of Justice/Charitable Trusts Division documents have also been submitted within the proper timeframes.

3) Logistics – MLR has obtained Insurance coverage as required by the Town Contract that was executed October 20, 2014. Further, a lease for space in the Mammoth Lakes Tourism (MLT) offices has been approved and executed with the Town and a Service Agreement with MLT for use of furniture, equipment, common areas, etc. has also been executed.

MLR has engaged Porter and O'Dell for accounting services and developed a Project Accounting Code System that will ensure open and transparent reporting of expenditures and activities.

4) Board of Directors – The following members were elected to MLR's Board of Directors on October 27, 2014 at MLR's first Annual meeting:

Rich Boccia
Tom Johnson
David Page
Drea Perry
Teri Stehlik
Danna Stroud
Rick Wood

At the same meeting, the Board affirmed the following appointments to the MLR Board:

Jo Bacon, Town Council Appointee

Michael Ledesma, Mammoth Lakes Tourism Appointee

Elected Officers are:

Danna Stroud, President

Tom Johnson, Secretary

Jo Bacon, Treasurer

All Board Members have been provided the required Fair Political Practices Commission Form 700 – Statement of Economic Interests which will be completed by December 1, 2014.

5) Contract Deliverables – Committees, Ad Hoc Committees, and Officer/Staff assignments have been established to address each deliverable within the Town Contract, specifically in Exhibits B and C of that contract. The Committees formed include:

- Development/Fundraising
- Allocations
- Reconciliation
- Strategy
- Mammoth Lakes Trail System
- Communications
- Performing Arts Center Ad Hoc

These groups are currently working on outlines of the steps necessary to meet the deadlines within the contract exhibits.

6) Staffing – Recruitment for an Executive Director is underway. A Personnel Manual, including an Automobile Use Policy, has been drafted and will be approved before the first employee begins work. The ED position is being posted on nationwide industry job recruitment sites.

All formation requirements listed in the Town/MLR contract have been completed ahead of the December 31, 2014 deadline.