

## **EXHIBIT "B"**

### **WORK PROGRAM**

#### **LEADERSHIP INTENT**

The Town working with partners has established an ongoing culture of effective program definition and implementation to enhance recreational experiences through established standards of excellence that anticipate and exceed public expectations for program delivery.

Through a collaborative program of work, the leadership of the Town of Mammoth Lakes, working with the MLTPA Foundation and other partners, seeks to maintain and enhance this effective process of proactive public engagement, anticipation of community needs, and high standards of excellence for all aspects of program development and delivery. It is the leadership's intent that these values and methods be maintained and enhanced through a Collaborative Work Program in the delivery of services provided for in this agreement.

#### **COLLABORATIVE WORK PROGRAM**

To effectively produce the deliverables detailed in the Work Program, and other tasks as may be assigned by the Town, the Parties agree to implement the following Work Program procedures and process to facilitate up-reporting to the Town's administration and the public bodies charged with funding and program oversight. Components of the Collaborative Work Program will include:

- Identification of the Project / Contract Manager both for the Town and the Contractor by name and position title.
- Identification of other relevant Town and Contractor staff members by name and position title, and the roles and responsibilities relevant to the implementation of the services provided for in this agreement.
- To maintain effective project management a regular schedule for collaborative team meetings including protocols for focused agendas, expectations for staff attendance from both Town and Contractor, including protocols and expectations for contingencies as may be required.
- Set protocols and expectations for Contractor engagement with the Town's partner agencies that are required for meeting the services provided for in this agreement, which may include attendance at scheduled meetings between the Town and its partners, and which may be focused on matters of policy, project development and task completion reporting.
- Identification and implementation of the necessary analog and digital tools necessary for effective collaboration, including in person and virtual methods of communication and the development and maintenance of shared project and program calendars designed to manage workflow, costs, reporting and assignments.
- Identification and establishment of cadence, protocols, and expectations for Contractor's delivery of financial reporting, invoicing, and desired documentation on tasks and deliverables to be produced by Contractor under this agreement.,