

**Mammoth Lakes Tourism**

**Responses to the Mono County Grand Jury Report Findings and Recommendations**

**Recommendation #1**

***Part #1*** - Ensure that a new, user-friendly VisitMammoth.com goes live by Thanksgiving 2014

**Response** – This does not match our information provided. The plan was to have RFP’s received for the new website rebuild in to Mammoth Lakes Tourism by Thanksgiving 2014 with the site rebuild starting in Spring 2105 and taking between 8 -10 months for completion and launch. We are right on schedule for this website redesign.

***Part #2*** – Ensure that MLTIndustryInsider.com contains sufficient information to allow concerned citizens to make informed assessment of MLT’s performance . . .

**Response** – Website is live and the MLT board feels it contains ample levels of transparency for the public to assess what efforts are being made with the use of both Measure A and TBID funds. This site also replaces the extensive monthly reports that MLT has provided since inception in 2010. This site has been widely promoted to the community since its launch.

**Recommendation #2** No action needed

**Recommendation #3**

That the executive director be required to use the same procedure as other employees for travel and entertainment expenses – that is, charge these costs to a separate credit card for which he is personally responsible and then submit expenses through reimbursement claims.

**Response** – This recommendation will be taken under advisement by the MLT board of directors. Currently the board is comfortable with the procedure regarding the executive director’s use of the company credit card. The executive director’s contract with the MLT board of directors includes the following:

***Section IV article 407 (e)*** Employer may, in its discretion, provide Employee with a credit card. If so provided, the credit card shall be used by Employee solely in carrying out the business of Employer and in accordance with any restrictions on its use by Employer. Employee shall retain and submit to Employer a monthly reconciliation of receipts evidencing all uses of the credit card.

**Recommendation #4**

Receipts for meals/entertainment should always identify business purpose and names of who attended.

**Response** – far more detail has been added to expense reporting including purpose, event and who/what was included in the expense. These receipts are then reviewed by the Treasurer prior to any reimbursement.

**Recommendation #5**

Paragraph 3.5.5 of the Agreement requires MLT to provide each of its employees with a copy of the Town’s Fraud Policy

**Response** – After some research it was discovered that there is no such Fraud Policy provided by the Town for employees and therefore cannot be distributed to our MLT staff. If a policy is developed the board will review and make sure to comply with our existing agreement. MLT management staff does currently fill out annual Conflict of Interest Form 700’s for the Town of Mammoth Lakes and those are on file with the town offices