MAMMOTH LAKES RECREATION
COVER PAGE

Title: Review and Recommendations of Measure R & U Allocations

Meeting Date: May 03, 2022

Prepared by: Kim Anaclerio, Program Director

BACKGROUND:

Mammoth Lakes Recreation (MLR) serves as the recommending body to Town Council for the allocation of Measure R and Measure U funds. At a joint meeting with Council on March 30, 2022, MLR was presented with draft Measure R and Measure U budget allocations, as recommended by Town staff, for discussion purposes.

The Measure R ordinance requires MLR to take public input prior to finalizing recommendations. The Measure U ordinance requires MLR to hold at least one public hearing to receive public testimony on the use of the tax revenues. By holding this public hearing, MLR has satisfied these requirements.

In the attached memo, the Town Manager outlines the requested allocations of Measures R and U based on preliminary budget assumptions. Included in the memo is draft FY22-23 budgets for Measure R and Measure U, including fund balances as requested by MLR.

The Measure R funding allocated to the Mammoth Lakes Trail System (MLTS) is discussed in the Town Manager's memo and a detailed budget is provided as Attachment A. The MLTS proposed a draft budget to the MLR Mammoth Trails Committee (MTC) to review in a public meeting on April 14. The attached MLTS budget (Attachment A) is as recommended by the MTC.

The recommendation for Measure U Programming funds is conducted through an application process reviewed in public meetings by the MLR Allocations Committee who then makes a funding recommendation to the MLR Board. Applicants may apply for Special Project or Programming funding. For FY 21/22, $25,000 is allocated to Special Projects, which may be applied for at any time. For FY 22/23, $186,000 is allocated to Programming, which the application period was February 1-28, 2022.

The Allocations Committee held public meetings on March 29 and April 6 to review applications and provide applicants the opportunity to comment. The Committee announced their funding recommendations for Measure U Special Project and Programming funds at the April 6 meeting.

One (1) FY 21/22 Special Project application was received, and eleven (11) FY 22/23 Programming applications were received. Of the $25,000 in budgeted Special Project funds, $3,800 is being recommended. The remaining funds will be available for Special Projects until the end of the current fiscal year, at which time the remaining funds will be moved to the Measure U fund balance. Of the $186,000 in budgeted Programming funds, $154,500 is being recommended. The remaining $31,500 will remain committed to programming, rolling into the next fiscal year (FY 23/24). The attached Recommendations for Measure U Programming Funds (Attachment B) is as recommended by the Allocations Committee.

Memo

To: Mammoth Lakes Recreation Board of Directors
From: Daniel C. Holler, Town Manager
Meeting Date:May 3, 2022
RE: Measure R and U Budget Information and Requests

Background

Town staff has initiated the budget process for all Town Funds and will hold a preliminary budget workshop with the Town Council on April 27th. In preparing the preliminary budget assumptions regarding Measure R and U funding were used. It was noted that the assumptions will need to be discussed as part of MLR's review of budget requests and recommendations. The initial budget information was presented as part of the joint meeting with MLR and the Town Council on March 30, 2022. The MLR Board is scheduled to hold the required public hearing/public meeting to take input on the proposed budgets on May 3, 2022. The following discussion again includes budget recommendations as previously discussed. Additional requests for MLR consideration are also included in this memorandum under each funding area. During the joint meeting a request was made for an estimate of fund balances which is included below.

The full implementation of the Town's Office of Outdoor Recreation is part of the Town's budget for FY22-23. The establishment of this separate department (office) will enhance certainty in some of the Measure R and U funding allocations and the Town 's level of General Fund support.

Measure R

The draft information for Measure R is based on a revenue estimate of $1.5 million, which is $200,000 more than FY21-22. The expenditures listed are $10,500 more than preliminary budget assumptions for FY21-22, reflecting the final amount allocated for MLR Administration. Operating support for the new Community Recreation Center (CRC) was funded at $75,000 last year (not utilized) and support for maintenance at Whitmore and Trails End Park was $37,000 ($25,000 and $12,000). It is recommended that this funding be consolidated and used for the CRC as a single new facility. The Parks Maintenance support has been held flat at $37,000 for several years with the General Fund paying the additional costs. Shifting the maintenance fully to the General Fund will simplify the budget, meets a long-term goal of having these parks fully supported by the Town, and reduce record keeping for parks maintenance on the use of Measure R funds. The transfer to the Trails Budget was increased from $300,000 to $350,000 in FY21-22. The amount of $350,000 is used in the preliminary FY22-23 budget. This amount includes $100,000 for the Trails Manager, which is called out separately in chart provided below. These funds would be transferred to the Office of Outdoor Recreation. Debt service payment on bonds issued to for the CRC is $621,824. The ending increase to FY21/22 fund balance is projected to be $267,426. The estimated fund balance for FY21-22, prior to additional requests, is $1,150,000.

Two additional requests for the use of FY21/22 fund balance are presented for consideration.

1) Planning support for the Sherwins Area Trails and Trailhead Project in the amount of $100,000 is being requested from the current year budget. The request is being made to support the environmental work being planned in partnership with the Inyo National Forest for trails and trailheads in the Sherwins. The plan has gone through years of process. The Forest Service has placed the completion of the NEPA process in their plan of work for the coming Federal Fiscal year. Once complete, we will be able to proceed in the coming years with trail construction. The SHARP environmental work was budgeted in the Mammoth Lakes Trail System (MLTS) FY22/23 draft budget presented to the Mammoth Trails Committee, drawing

from the fund balance of “Fund 215 – Trails”, typically reserved for capital projects. The use of this level of funding for planning work diminishes the funds available for actual on the ground trail improvements and new trail construction. Upon recommendation to request the funds from the FY21/22 Measure R fund balance by the Mammoth Trails Committee, MLTS removed the expenditure. If recommended this would increase the transfer out to Fund 215-Trails, with the condition that these funds be used for the NEPA work, with any remainder to go to capital projects work. Funds would not be used for annual operating costs.

2) Allocation of $350,000 for CRC interior improvements from the FY21/22 fund balance. Plans for the Community Recreation Center (CRC) included minimal funding to complete the interior space. The Town has already supported the improvements with $350,000 from the General Fund. This work includes building out the concession and rental areas, offices, rubberized flooring, community space/storage, and similar support space.

The budget includes funding considered in FY21-22 for the Office of Outdoor Recreation Manager of $25,000. This funding is requested again for FY22-23. The Manager is scheduled to start on Jun 6, 2022.

The recommended Mammoth Trails Committee detailed budget for the Mammoth Lakes Trail System is provided in Attachment A. Operations are supported by the $250,000 from Measure R in the Program Funding section, construction of the Lakes Basin Connector Trails is supported by the $35,000 in the Capital Funding section, and in the Other Funding section, $100,000 of Measure R FY21/22 fund balance supports SHARP Environmental Review and $24,025 from MLR through the Eastern Sierra Adopt A Trail program supports trail maintenance. The work program is supported by Mammoth Lakes Trails & Public Access Foundation, under a separate contract with the Town of Mammoth Lakes with a not to exceed amount of $150,000. The MTC supports the request to utilize $100,000 of Measure R FY21/22 Fund Balance to support the planning work (NEPA) for the SHARP Environmental Review.

Measure R - Annual Revenues FY22-23	**$**	**1,500,000.00**	
Measure R - Annual Expenses			
Transfer to Fund 215 - Trails	$	250,000.00	
MLR Town Agreement - Administration	$	90,500.00	
Special Projects	$	25,000.00	
Community Recreation Center Support	$	112,000.00	
Office of Outdoor Recreation - Manager	$	25,000.00	
Office of Outdoor Recreation - Trails Manager	$	100,000.00	
Equipment Replacement	$	2,000.00	
Equipment Maintenance	$	2,000.00	
Audit Services	$	4,250.00	
Total Operating Expenses	**$**	**610,750.00**	
Debt Service - CRC Financing	$	621,824.00	
Total Expenditures	**$**	**1,232,574.00**	
Net Revenue over Expenditures	$	267,426.00	
Projected Fund Balance FY21-22			$ 1,150,000.00
Requested: SHARP Planning (NEPA)			$ (100,000.00)
Requested CRC Interior Improvements			$ (350,000.00)
Projected Uncommitted Fund Balance			$ 700,000.00

Measure U

Revenues for Measure U are estimated at $880,000 which is $10,000 more than the FY21-22 budgeted revenues.

Operating expenses for FY22-23 are estimated at $364,470. The budget for transit services increased by $5,000 due to higher operating costs. Previous allocations of $8,400 in unused programming funds were returned to Measure U and are included in the operating budget. These funds are being used to support arts and culture programming, in addition to the $11,600 that was not allocated in FY21-22, resulting in the FY22-23 programming amount to be increased from $166,000 to $186,000. The allocation of $300,000 for future MACC expenses continues to be reflected in the budget analysis. The draft expenses include $15,000 to assist with the reopening of Edison Hall. The Town is in discussions with the Mammoth Lakes Foundation to provide the necessary support to have Edison Hall reopened for Summer 2022 programming. The funding will offset a portion of the costs to be incurred by the Town in leasing and managing the facility for community use and production of arts and cultural programming.

Previous funding of $75,000 for the Eastern Sierra Sustainable Recreation Coordinator position is retained in the draft budget to support a similar position within the Office of Outdoor Recreation. As a Town only position (previous position was shared with Mono County) the compensation for the position will be reduced, reflecting the loss of county funding and modified job duties. These funds would be transferred to the Office of Outdoor Recreation. This position is anticipated to be filled in July 2022. The General Fund will continue to support a portion of this position. An amount of $25,000 is again requested this year to support the Outdoor Recreation Manager position. The Manager is scheduled to start June 6, 2022. In FY21-22 this amount was included under “Special Projects” as the position was not yet filled and the MLR Board requested the amount not be specifically allocated until the position was filled and a separate request considered. The special project allocation is again set at $25,000.

For the past couple of years, the planned operational funding of $300,000 for the future Mammoth Arts and Cultural Center (MACC) has been allocated and set aside to fund a $2.5M commitment to construction of the facility. The MLR Board was previously presented a revised MACC facility focused on bringing project costs down. The new concept is being vetted with local user groups and based on input received the plan will need to be revised and reviewed one more time before additional design work is started. An additional funding amount of $100,000 is requested to revise the plan with additional detail to develop a new construction cost estimate. The Mammoth Lakes Foundation (MLF) is taking the lead on this work.

The projected net uncommitted ending FY 21-22 fund balance is $50,000. This includes the allocation of the requested $100,000 to MLF and is net of the reserved $2,500,000 for the MACC construction. Pending, the revised plans and cost projections for the MACC project, there may be a future request utilize the unspent $300,000 in operating set aside to assist with construction drawings for the new facility.

Measure U - Annual Revenues FY22-23	$	880,000.00	
Measure U - Annual Expenses FY22-23			
Programming	$	186,000.00	
Office of Outdoor Recreation Manager	$	25,000.00	
Office of Outdoor Recreation Coordinator	$	75,000.00	
Special Projects	$	25,000.00	
Transit Services	$	25,000.00	
Events Contracts Processing	$	7,220.00	
Equipment Replacement	$	2,000.00	
Audit Services	$	4,250.00	
Edison Hall Operations	$	15,000.00	
MACC - Future Operations	$	300,000.00	
Total Expenses	**$**	**664,470.00**	
Net Revenue over Expenditures	$	215,530.00	
Projected Fund Balance FY21-22			$ 2,650,000.00
MACC Capital Commitment			$ (2,500,000.00)
Requested: MACC Concept Revision/Update			$ (100,000.00)
Projected Uncommitted Fund Balance			$ 50,000.00

Recommendation

Mammoth Lakes Recreation (MLR) serves as the Town's designated body to take public input on the proposed use of Measure R and U Funds and to recommend the use of funds to the Town Council. The Ordinances implementing the collection of voter approved taxes (referred to as Measure R and Measure U) requires this public process. For Measure R, MLR is to take public input prior to making recommendations. For Measure U, MLR is required to conduct at least one public hearing to receive public testimony on the use of the tax revenues.

The MLR budget meeting meets these requirements. A public hearing notice was published notifying the community of this meeting providing a time and place to provide testimony. The agenda for this meeting was published and includes a policy item regarding the use of Measure R funds providing the opportunity for public input. Following this meeting or subsequent meetings the finalized recommendation on the use of Measure R and U funds are to be provided to the Town Council for consideration. The recommendations may be followed or modified. As the town is preparing the overall Town FY22-23 budget, the presentation of the recommendations at the May 18th Town Council meeting is requested.

MLTS Proposed Budget for FY2223

Last Updated 22.04.21

	START Q1
Program (Measure R):	$ 250,000.00
Capital:	$ 35,000.00
Grant/Other Funding:	$ 124,025.00
Total Budget	**$ 409,025.00**

PROGRAM (Measure R) FUNDING

FOCUS AREA	PROJECT	START Q1
PLANNING		
	Shady Rest Inyo Craters (SRIC) Planning	$ 3,000.00
	Sherwins Area (SHARP) Planning	$ 10,000.00
	WBR - Trail System Node Planning	$ 5,000.00
	Sherwins Area (SHARP) Planning - TOML	$ 5,000.00
	TOTAL PLANNING:	**$ 23,000.00**
		ALLOCATED
DESIGN		
	Standards Manual	$ 1,000.00
	TOTAL DESIGN :	**$ 1,000.00**
		ALLOCATED
IMPLEMENTATION		
	Signage & Wayfinding	$ 11,000.00
	TOTAL IMPLEMENTATION :	**$ 11,000.00**
		ALLOCATED
OPERATIONS		
	Project Management Support	$ 30,000.00
	Action Plan & Budget	$ 3,000.00
	Communications	$ 5,000.00
	Website Operations & Maintenance	$ 8,000.00
	Website Content Development	$ 5,000.00
	GIS and Data	$ 25,000.00
	Photo and Image Library	$ 2,000.00
	TOTAL OPERATIONS:	**$ 78,000.00**
		ALLOCATED
MAINTENANCE		
	Soft Surface Trail Maintenance - TOML	$ 65,000.00
	Winter Grooming - TOML	$ 15,000.00
	Trailhead Maintenance - TOML	$ 35,000.00
	Tools/Equipment - TOML	$ 5,000.00
	TOTAL MAINTENANCE:	**$ 120,000.00**
		ALLOCATED
STEWARDSHIP		
	Trail Days	$ 5,000.00
	Mammoth Trails Stakeholder Meeting	$ 2,000.00
	TOTAL STEWARDSHIP:	**$ 7,000.00**
		ALLOCATED

MLTS Proposed Budget for FY2223

MARKETING/PROMOTION **Last Updated 22.04.21**

	Maps & Trail Guides Development	$	10,000.00
	TOTAL MARKETING/PROMOTION:	**$**	**10,000.00**

ALLOCATED

TOTAL PROGRAM:	**$**	**250,000.00**

ALLOCATED

CAPITAL FUNDING

FOCUS AREA	PROJECT	START Q1

IMPLEMENTATION

	Lakes Basin Connector Trails Construction	$	35,000.00
	TOTAL TOML/USFS IMPLEMENTATION:	**$**	**35,000.00**

ALLOCATED

TOTAL CAPITAL:	**$**	**35,000.00**

ALLOCATED

PROGRAM + CAPITAL	**$**	**285,000.00**

ALLOCATED

GRANT/OTHER FUNDING

FOCUS AREA Funding Source	PROJECT	START Q1

IMPLEMENTATION

Measure R Reserve	SHARP Environmental Review/Construction	$	100,000.00
	TOTAL IMPLEMENTATION:	**$**	**100,000.00**

ALLOCATED

MAINTENANCE

MLR/Sponsorships	Eastern Sierra Adopt-A-Trail	$	24,025.00
	TOTAL MAINTENANCE:	**$**	**24,025.00**

ALLOCATED

TOTAL GRANT/OTHER FUNDING:	**$**	**124,025.00**

ALLOCATED

PROGRAM + CAPITAL + GRANT	**$**	**409,025.00**

ALLOCATED

Mammoth Lakes Trail System
FY22-23 Project Descriptions

PROGRAM (Measure R) PROJECTS

Shady Rest Inyo Craters (SRIC) Planning

Project Description: Collaborative planning efforts for the Shady Rest/Inyo Craters region.

Sherwins Area (SHARP) Planning

Project Description: Provide planning support to USFS Staff, TOML Staff and identified consultants in preparation and drafting of environmental documents for the NEPA/CEQA Environmental Analysis process for potential implementation of Sherwins Area Recreation Plan (SHARP) projects.

WBR – Trail System Nodes Planning

Project Description: Engage in research, planning and design efforts, as directed by the TOML PEDC Mobility Committee, to get the prioritized action items in the TOML Walk, Bike, Ride Action Strategy "shovel ready". Focused effort on Trail System Nodes. Develop needs for each location and implementation plan.

Standards Manual

Project Description: The MLTS Standards Manual ensures that clear and consistent signage exists on the Mammoth Lakes Trail System, which is critical to people's safe enjoyment and use of the system. Their confidence in the signage program affects their decisions to go beyond their perceived levels of comfort and explore. Clear and consistent signage plays a major role in marketing and promotional objectives for the Mammoth Lakes Trail System.

Signage and Wayfinding

Project Description: Encompasses the various sign programs of the MLTS: Trails, Pathways, Winter Access/Egress, Winter Grooming, Winter Multi-Use System, Poo Fairy and Regulatory. Updating of maps and messaging on all MLTS Signage on a regular and predictable basis, including integration of updated maps into MLTS distribution channels such as MLTS Website and analog products. MLTPA Staff will provide the project analysis, field verification, catalog of existing inventory, messaging, vendor facilitation, GIS fieldwork, quality control, and continuing inventory for all sing types in the MLTS. MLTPA Staff will research standards and maintain and update website postings.

Project Management Support

Project Description: Project management support for the Trails Coordinator and to all projects as initiated and approved by the Mammoth Trail Committee.

Action Plan and Budget

Project Description: Budgeting short, medium, and long-term implementation of projects from the TSMP including drafting of an annual budget and quarterly updates for review and recommendation by MTC and MLR for consideration and appropriation by the Town Council.

Communications

Project Description: As described in the TSMP: "The development of an integrated trail system cannot occur without widespread community support. Community members have had (and must continue to have) access to the process through a variety of means including public workshops, surveys, local media, and the distribution of draft documents."

Website Operations and Maintenance

Project Description: As described in the current consultant contract between the Town and MLTPA for management of the MLTS website: “The technical operations of the "MLTS Website", by the "MLTS Website Technical Team", and the management of its content management program, by the "MLTS Website Partner Content Team", will be coordinated by the "MLTS Webmaster", to be designated by the Consultant and who will serve as the project lead, using protocols documented, updated and maintained by the Consultant in the "MLTS Website Handbook".

Website Content Development

Project Description: New web content, including new web pages, for the MLTS website.

GIS Data

Project Description: Collection and maintenance of GIS, use information, and other data relevant to the maintenance and operations of the MLTS. Trail Counter data management.

Photo and Image Library

Project Description: Maintenance and management of the MLTS photographic and image library.

Trail Days

Project Description: The "Trail Days" program is a volunteer-based soft surface trail maintenance program initiated in 2009 by Friends of the Inyo and MLTPA. Volunteers work on trail maintenance, litter clean up and as hosts.

Soft Surface Trail Maintenance

Project Description: On December 16, 2015, the Town Council approved the following per agenda item #10: "It is recommended that Council take the following actions: 1) Approve the reallocation of FY15-16 budget to support a soft surface trail maintenance program in FY15-16 and FY16-l7; 2) Accept the USFS trail construction and maintenance documents as the framework for the program's on the ground work; and 3) Direct staff to proceed with a Challenge Cost Share Agreement for trail maintenance and construction with the Mammoth District of the Inyo National Forest and authorize the Town Manager to sign the agreement."2018/2019: Trails Coordinator continued Challenge Cost Share Agreement with USFS, hired 1 full-time Seasonal Trail Crew Leader. Contracted with Cal-Fire crews throughout working season, tracked opportunities, researched and reviewed efforts to date, and provided analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

Winter Grooming

Project Description: Winter grooming efforts such as the “Shady Rest Winter Grooming Program” for winter facilities of the MLTS.

Trailhead Maintenance

Project Description: Project to provide any hard-costs related to MLTS Trailhead Maintenance for the MLTS such as fabrication and servicing of Poo Fairy Stations and Winter Trailhead signs.

Tools/Equipment

Project Description: Project provides "hard-costs" in relation to tool and equipment acquisition for the MLTS.

Mammoth Trails Stakeholder Meeting

Project Description: Maintenance and convening of "Mammoth Trails", a confederation of outdoor

Maps and Trail Guides Development

Project Description: Research, develop and prepare MLTS maps and guides for digital and print production.

CAPITAL PROJECTS

Lakes Basin Connector Trails Construction

Project Description: Outside contractors and other hard-costs in relation to construction of soft surface trails and related infrastructure in the Lakes Basin Area as described in the LABBS Plan.

GRANT/OTHER PROJECTS

Adopt A Trail - 041_06_AAT_2021

Project Description: Development and implementation of a trans-jurisdictional (TOML/USFS) "Adopt A Trail" program for the MLTS to be coordinated with volunteer light maintenance and litter removal programs.

Sharp Environmental Review

Project Description: Provide support to USFS Staff, TOML Staff and Consultants in preparation and drafting of environmental documents in regards to the NEPA/CEQA Environmental Analysis process and potential implementation of Sherwins Area Recreation Plan (SHARP) projects.

Recommendations for Measure U Programming Funds		
FY21/22 – Special Project		
Mammoth Channel		$3,800
Total Recommendation	$	3,800.00
FY22/23 – Programming		
Ignite Futures	$	-
Mammoth Nordic	$	-
Valentine Eastern Sierra Reserve	$	10,000.00
Friends of the Inyo	$	11,000.00
Eastern Sierra Arts Alliance	$	40,000.00
Eastern Sierra Avalanche Center	$	9,500.00
Sierra Classic Theater	$	11,000.00
Chamber Music Unbound	$	26,000.00
Eastern Sierra Symphony	$	14,500.00
Mono Arts Council	$	30,000.00
Mono County Libraries Maker Space	$	2,500.00
Total Recommendation	$	154,500.00
Committed Programming Balance	$	31,500.00