



2010 Fall Measure R Application Submittal Instructions

Filing Deadline

Applications open **Friday, September 10, 2010** and close on **Friday, October 8, 2010**, at **5:00 p.m.** Late submittals will not be accepted.

General Information

The Measure R or “Mammoth Lakes Recreation, Trails and Parks Investment Initiative” Ordinance adopted by the Mammoth Lakes Town Council on February 20, 2008 specifically designates the use of Measure R funds for planning, construction, operation, maintenance, programming and administration of all trails, parks and recreation facilities managed by the Town of Mammoth Lakes without supplanting existing parks and recreation facility maintenance funds. Please refer to TOML Ordinance No. 08-01.

Applicants are asked to review the *Measure R Applicant Information* document that provides additional information on the application process, the new implementation process and other relevant information. This form can be found in the Measure R section online at:

www.ci.mammoth-lakes.ca.us.

For technical assistance on completing the application, please contact John Ellis at (760) 934-8989 ext. 222. For questions relating to the funding cycle, please contact Stuart Brown, Recreation Manager (760) 934-8989 ext. 210.

Downloading the Form

Save the Application Form in a word document on your server or hard drive before completing the form. The form contains drop downs so select an answer where you see “Choose One.” If you need more space in the text fields, please include the question number at the top of a separate page and attach the complete question to the application form. Please reference the attachment in the appropriate text field.

Submittal Instructions

Submit your application via email, hard copy, or on a USB memory stick prior to **Friday, October 8, 2010 at 5:00 p.m.** Applications can be in color or B/W, sized to, or folded to 8.5” x 11” (portrait). No faxes.

Email

- Save in PDF (preferred) or word format
- Limit to 5mb (if larger, deliver on a memory stick)
- Identify in the email how many total pages are in the application
- Send to: jellis@ci.mammoth-lakes.ca.us
- Subject Line: 2010 Fall Measure R Application
- Include contact name and phone number in content of email (signature)

Hard Copy

- Deliver in a 8.5"x 11" folder/envelope or mail to the Recreation Department Office at 437 Old Mammoth Road / P.O. Box 1609, Mammoth Lakes, CA 93546. Located in the Minaret Village Mall above Giovanni's
- Print in portrait format, single sided
- Applications (including attachments) can be in color or B/W, sized to, or folded to 8.5" x 11"

Memory Stick

- Deliver to the Recreation Department Office – 437 Old Mammoth Road, Suite R located in the Minaret Village Mall above Giovanni's
- Make an appointment with John Ellis (no drop-ins) by calling (760) 934-8989 ext. 222
- The application should be complete, formatted correctly and print ready – Thank you!



2010 Measure R Fall Application

APPLICANT INFORMATION

ORGANIZATION

Name of Organization: Town of Mammoth Lakes
Type of Organization (non-profit, HOA, Govt.): Government
Contact Person: Stuart Brown, Recreation Manager
Organization's Address: PO Box 1609, Mammoth Lakes
State / Zip: CA, 93546
Office Phone Number: (760) 934-8989 ext. 210
Email Address: Sbrown@ci.mammoth-lakes.ca.us
Internet Address: www.ci.mammoth-lakes.ca.us

PROJECT CONTACT PERSON

Name: Michelle DeJong
Mailing Address: PO Box 1122, Mammoth Lakes
State/Zip: CA, 93546
Home / Business Phone Number: (760) 709-6156
Cell Phone Number:
Email Address:

PROJECT SUMMARY

- 1. Name of Project:** Recreation Department Gymnastics/Tumbling Equipment
- 2. Project Category:** Recreation
- 3. Project Type** Implementation/Construction If **Other** please describe:
- 4. Measure R Funds Requested:** \$ 6,964.00*
*This amount should be the same as requested in the application.

PROJECT APPLICATION

SECTION 1 - PRELIMINARY QUALIFICATIONS:

1. **Does the project live within the DRAFT Parks and Recreation Master Plan and/or the DRAFT Trail System Master Plan?**

YES

If **YES**, please cite (page # & Section #): Goal 4 of the DRAFT PRMP states that the Town will "Provide and encourage a wide variety of outdoor and indoor recreation readily accessible to residents and visitors of all ages."

2. **Does the project/service meet the "Principles" established by the Recreation Commission for the Fall 2010 Measure R Fall Funding cycle?**

YES

If **YES**, please cite: The recreation program can be included under either of the "Priorities." The introduction of the gymnastics/tumbling program is also identified in Strategy 1 of the Town of Mammoth Lakes Recreation Plan: "Offer a variety of recreation activities that serve both residents and visitors of all ages."

3. **Describe your project's service conceptual plan including the size, scope, type, design specifications, use, and budget, or budget document.** (This should be an attachment to the application titled: "Project Concept Plan.")

The Town of Mammoth Lakes will be introducing a gymnastics/tumbling program to the community this fall. This year-round program is designed to introduce youth from 3-18 years old to the wonderful and exciting sport of gymnastics. Offered by Michelle DeJong, a level 8 competitive gymnast, Level 1-5 gymnastics coach and Mammoth resident, participants will learn to tumble and more... in a safe and structured environment.

The Recreation Department offered this program at the Community Center in the past and was extremely successful. Unfortunately the program was discontinued as a result of the instructor leaving town. This application includes the purchase of gymnastics equipment necessary to offer the program that would augment the existing – outdated - equipment at the Community Center. All equipment would remain the property of the Town of Mammoth Lakes.

SECTION 2 - PROJECT DESCRIPTION

1. Project Location

A. If your project is Development (Design), Implementation (Construction), or Maintenance (Operational), what is the location (fields, Town or private property, etc...) of your project?

The program will be offered at the Town-owned Community Center, located at 1000 Forest Trail.

B. If your project is Contractual Services where will your services be provided?

N/A

2. Do you have approval to use the location (fields, Town or private property, etc...) identified in this application?

YES

If YES, Please provide documentation of approval : It is a town owned facility managed and operated by the Recreation Department.

If NO, describe how and when you will secure this approval?

3. Provide the costs for each phase of your project or service. (Where applicable)

A. Development (Design):

B. Implementation (Construction): The entire cost to operate this program is \$6,964.00

C. Maintenance (Operation):
(anticipated annual costs)

D. Contractual Services:
(define length of contract)

4. Provide the estimated timeline for each phase of your project or service. (Where applicable)

A. Development (Design):

B. Implementation (Construction): The equipment will be stored at the Community Center and used immediately upon arrival.

C. Maintenance (Operation):

D. Contractual Services:
(define length of contract)

5. **Based upon your project type ("Project Summary" Question 3) who is / will be (organization & person) responsible for maintenance and operation upon completion of the project/service?**

The Town of Mammoth Lakes Recreation Department will be responsible for any maintenance of the equipment.

6. **Will there be volunteer hours used for any phase of your project?**

NO

If YES, please identify which phase, how many hours and the value of those hours:

7. **Have any public funds (Town Funds – includes Measure R) been previously committed to this project/service or project site?**

YES

If YES, please list: Minimal and multi-use equipment was purchased in the past, however, much of the equipment is out-dated for the current gymnastics curriculum but will be used as needed.

8. **Is Measure R your only funding source for this project/service?**

YES

If NO, provide amount and source of additional funds (You will be required to provide proof of this funding)

The current FY2010-11 Recreation Budget does not have any "Capital Outlay" funds budgeted, nor sufficient funds in "Recreation Supplies." (See Appendix) to purchase the necessary equipment.

9. **Is your project/service going to have an impact (positive or negative) on existing use in the location you have identified?**

(Please Describe) The Community Center is currently used for many recreational events and programs, however, this program has been scheduled at times that does not conflict with other users of the facility. Therefore, we don't foresee any negative impacts to the facility, just positive!

10. Describe your plan for how the Town of Mammoth Lakes will manage/maintain oversight of this project/service?

This program will be managed and maintained like any other Town of Mammoth Lakes recreation program. The instructor is contracted with the Town and all administration, marketing and management of the program will be the responsibility of the Recreation Department.

SECTION 3 - PROJECT BENEFITS

- 1. Describe how your project/service provides a measurable community benefit (incremental visits, revenue, etc..) to the residents and visitors of Mammoth Lakes?**

See Appendix.

- 2. Describe the targeted users of your project/service? (Include numbers of participants)**

Both residents and visitors between the ages of 3-18 years will be able to participate in this year-round indoor activity.

- 3. Is your project/service available for limited or year-round use? (Please describe the use.)**

Year-round.

- 4. Describe the economic benefits of your project/service.**

This is a "core" community recreation program that delivers quality life experiences for both residents and visitors. The purpose of our recreation programs is to create a culture within the community that supports physically active lifestyles, and contributes to our mission of "Delivering seamless recreation in the Eastern Sierra where collaboration ensures quality life experiences for generations."

5. Please provide any additional information you would like the Recreation Commission to consider when reviewing your application.

The U.S. National Physical Activity Plan has a vision: "One day, all Americans will be physically active and they will live, work and play in environments that facilitate regular physical activity." The Parks and Recreation industry has the responsibility to provide access, create affordable programs, and educate its residents and visitors on the benefits of physical activity. This year-round, community centric program delivers on that promise.

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