2012 Measure R Fall Applicant Information Packet

Overview

Measure R is a financing vehicle for the creation of additional and/or the improvement of existing recreation opportunities for residents and visitors of Mammoth Lakes. It provides the means to prioritize parks, trails and recreation needs and to allocate funds accordingly with the goal to improve the visitor experience, enhance the quality of life for local residents, and to achieve a sustainable year-round economy.

Background

The Measure R or "Mammoth Lakes Recreation, Trails and Parks Investment Initiative" Ordinance No. 08-01 was adopted by the Mammoth Lakes Town Council on February 20, 2008, and approved by the voters of Mammoth Lakes on June 3, 2008. The Ordinance imposed a Transactions and Use Tax in the amount of one-half percent for the purpose of funding Recreation, Trails and Parks.

Expenditure Plan

All proceeds of the tax levied and imposed shall be accounted for and paid into a special fund designated for use by the Town of Mammoth Lakes only 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.

Funding Cycles

Applicants are able to apply for Measure R funds in the fall or spring. Fall is the major funding cycle. The Spring funding award is intended to address: (1) an immediate or "emergency" project/service opportunity, or (2) provide gap funding for project or services that were awarded in the fall cycle but are experiencing a financial shortfall.

Funding Consideration

Priorities for the effective use of Measure R funds are established annually by the Recreation Commission. These priorities are outlined in the Measure R "Principles & Priorities" document. Adherence to these "Priorities" should clearly be addressed in the application, along with reference to the Parks and Recreation Master Plan, Trails System Master Plan, and RecStrats.

Application Process

The Town of Mammoth Lakes will post a schedule of the Measure R funding cycle on the website (www.ci.mammoth-lakes.ca.us) in the dedicated Measure R page located under the Recreation Department. This calendar will indicate application open and closing dates, special Recreation Commission meetings for applicant presentations, scheduled Recreation Commission meetings for review and Town Council meetings for review, and potential adoption. Applicants should take note of the following:

a) All Measure R meetings scheduled by the Recreation Commission – as indicated in the above calendar – shall be well noticed. The public will be encouraged to attend.

b) All applicants are required to schedule meetings with Town staff pertaining to their application prior to or during the application process.

c) The Recreation Commission requires a designated representative of each application attend all scheduled meetings where the Recreation Commission is considering applications and asking questions of applicants, and this representative shall be the only person authorized to speak on behalf of the application.

d) All applicants shall receive equal time to address the Recreation Commission. For example, each applicant may have 10 minutes to present their application. The time allotted to questions from the Recreation Commission to the applicants is at the Commission's discretion.

After accepting public input, the Recreation Commission shall provide recommendations to the Town Council regarding the use of funds using a predetermined rating and evaluating system.

Measure R Project Filter & Checklist

The 2012 fall "Measure R Project Filter & Checklist" will be used to quantify and qualify each application. The "Primary Filter" in the form determines whether the project qualifies for Measure R funds, and the Recreation Commissioners use the "Project Filter" to qualify each project.

Funding Awards

The Recreation Commission and Town staff will provide adequate and appropriate communication to applicants, preferably through email or through telephone communication regarding the status of their application. It is the sole discretion of the Mammoth Lakes Town Council to either adopt the Recreation Commission's Measure R funding recommendations or to return the complete funding package to the Recreation Commission for further review and recommendation.

Measure R Implementation

1. Applicant applies for Measure R funds
    a) Include scope of work, deliverables, cost by phase.
    b) Include storage and maintenance costs for equipment.
    c) All services and requisitions are managed and owned by the Town.

2. Project/program approved by Recreation Commission and Town Council

3. Award recipient signs contract with Town allowing them to:
    a) Proceed with service with checks disbursed in phases with a % to begin the service and the balance paid as deliverables are completed; or
    b) Seek vendor(s) that can provide the item.

For Purchases:

a) Recipient notifies the Town of selected vendor(s) – Town purchasing ordinance requires three vendors. Recipient requests that the selected vendor provide an invoice to the Town.
b) The Town records the invoice and payment to the vendor in separate accounts.
c) The Town pays the invoice and the item is delivered to the Town.
d) The Town receives the item and inventories and catalogs the item.
e) The Town stores the item.
f) The recipient or any other user may "check out" the item from the Town for a specific use and time period. Use the "Measure R Equipment Use Application."
g) The recipient, if proper liability insurance is provided, may maintain the item at the Town's discretion.
h) Should any property purchased with Measure R funds be sold – either due to life cycle expiration or for any other reason – proceeds of that equipment sale shall revert back to the special Measure R fund.

Other Considerations

- Applicants requesting the purchase of property must provide a plan for the maintenance and management of the proposed property, including the anticipated contractual relationship with the Town with regards to the maintenance, storage and anticipated life cycle of the property. This "maintenance and life cycle" plan will be reviewed as part of the application, and will factor into the Recreation Commission's analysis of the application itself.

- Any time limits on awarded applications shall be determined on an application-by-application basis by the Recreation Commission. Any applicant whose awarded funds have not been spent within a year of awarding shall return to the Recreation Commission to advise them on the status of the award and timeframe for completion.

- If your organization is a recipient of Measure R funds, the Recreation Commission requires each organization demonstrate that they have used the funds appropriately and for the purpose(s) it was awarded. As such, a Measure R Performance Report is

required to be completed and returned within 60 days after the completion of your project/service/agreement or upon receipt of purchased and used Measure R Equipment. This Performance Report has to be completed prior to the submittal of an additional Measure R Funding Application. The recipient may also wish to present their Performance Report to the Recreation Commission as a presentation.

Contacts

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