



MAMMOTH LAKES RECREATION
Allocation Committee Meeting
Friday, October 21, 2016 @ 8:30am
Mammoth Lakes Tourism & Recreation Building Conference Room
2520 Main Street, Mammoth Lakes, CA
Teleconference Locations: 290 Atlantic City Rd., Atlantic City, WY
11622 El Camino Real, Suite 100, San Diego, CA
www.mammothlakesrecreation.org

NOTE: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call (760) 709-0620. Notification 48 hours prior to the meeting will enable MLR to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

NOTE: All comments will be limited by the Committee Chair to a speaking time of five minutes.

Mammoth Lakes Recreation Committee Members may participate from a teleconference location if the meeting notice has been published in advance at the site of the meeting and the location that they will be calling in from as the site needs to be accessible to the public. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the Board during any one of the opportunities provided on the agenda for public comment.

ROLL CALL

Committee Members: Teri Stehlik (C), Drea Perry & Rachael Ashley-Schreier

PUBLIC COMMENT (On items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approval of the Agenda
2. Debrief the Allocation Process and modify the process based on committee, applicant and staff input in preparation for the spring allocation process.
3. Review and consider approving the 11.02.16 Town Council Agenda Bill
4. Review and consider approving the TOML Request for On-Going Funding Process
5. Schedule the next meeting of the Allocation Committee
6. Adjournment

COMMITTEE MEMBER REPORTS

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the Mammoth Lakes Tourism and Recreation Showcase not less than 72 hours prior to the meeting dated this 17th day of October, 2016.

Rich Boccia, MLR Executive Director

**Town of Mammoth Lakes Town Council
Agenda Action Sheet**

Council Meeting Date: November 2, 2016

Date Prepared: October 17, 2016

Prepared by: Rich Boccia; Executive Director
Mammoth Lakes Recreation (MLR)

Title: Recommend Measure R & U Funding

Recommended Motion:

That the Town of Mammoth Lakes Town Council approve the MLR Allocation Committee recommendations for funding programs and projects with Measure R & U funding for FY16-17. (July 1, 2016 – June 30, 2017)

Background Information:

The Mammoth Lakes Recreation Board of Directors has facilitated the process for Measure R & U funding recommendations over these past three years. The Town Council gave direction to town staff to identify another funding source and process to support special events on November 18, 2015. The Town Council approved a Special Events Economic Development Strategy on August 17, 2016. Special Events is no longer under the Measure R & U umbrella for allocation of funds.

Review of the Measure U & R Legislative Language:

Measure U 3.44.190 – Use of Special Tax Proceeds on or after July 1, 2011

- a. On and after July 1, 2011, all proceeds of the tax levied and imposed hereunder shall be accounted for and paid into a special fund designating for use by the Town of Mammoth Lakes, and used only for the following purposes: Planning, construction, operation, maintenance, programming and administration of facilities and projects for mobility, recreation, and arts and culture. Such tax proceeds shall not supplant existing funds used for the purpose set forth above.

Measure U 3.44.210 – Recommendation for Expenditure of Funds

The Tourism and Recreation Commission, or other such commission or committee as is hereafter designated by the Town Council, shall annually conduct at least one public hearing where it takes public testimony as to how tax revenues collected under the Mammoth Lakes Mobility, Recreation, and Arts and Culture Utility Tax Ordinance should be expended.

Measure R 3.48.150 – Use of Tax Proceeds and Expenditure Plan

- a. All proceeds of the tax levied and imposed hereunder shall be accounted for and paid into a special fund designated for use by the Town of Mammoth Lakes only for Mammoth Lakes recreation, trails and parks funding set forth in the expenditure plan for the administration and expenditures of the tax proceeds, attached to the ordinance codified in this chapter as Exhibit "1". The expenditure plan may be amended from time to time by a majority of the Town Council, so long as the funds are utilized for recreation, trails and parks funding. For the purpose of this chapter, "recreation, trails and parks funding" means planning, construction, operation, maintenance, programming, and administration of all town recreation facilities and programs, trails and parks managed by the town.

Measure R Expenditure Plan

All proceeds of the tax levied and imposed hereunder 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.

Mammoth Lakes Recreation was charged with the development of an allocation strategy which was approved by the MLR Board of Directors on September 7, 2016 with one broad strategy which included three main categories; programming, capital projects and special projects.

MLR Allocation Strategy Broad Objective: “Allocations will be recommended or funds invested to create, implement and support a branded high performance destination that includes thriving arts & culture community and enhanced recreation opportunities.”

Allocation Categories:

- Allocations will support the MLR Strategic Plan and be aligned with MLR’s Priority Phase Projects which will determine the % of funding to be allocated by category on an annual basis.
- Proposed allocations may not supplant previous existing or current town projects
- Allocation categories are as follows:
 1. Programming:
 - a. Support and increase opportunities for participation by diverse populations in recreation and/or arts & culture experiences
 - b. Support diverse recreation and arts & culture experiences, including nationally known talent and emerging trends
 - c. Programming allocations may be considered for multiple years funding, not to exceed three years. Performance is reviewed on an annual basis for continued funding.
 2. Capital Projects:
 - a. All phases of a capital project to support recreation, arts & culture, and mobility including;
 - i. Planning
 - ii. Financing
 - iii. Construction
 - iv. Operations and Maintenance
 3. Special Projects:
 - a. One time funding for an innovative project that supports the development and/or enhancement of recreation, arts & culture and mobility.
 - b. Funding for fiscal year 2016-17 is \$50,000 (\$25k from Measure U and \$25k Measure R). The cap will be reviewed and set on an annual basis.
 - c. Special Projects are not restricted to the same allocation deadline as Programming and Capital.

For the purposes of clarity, MLR Allocation Strategy defines events and programs as follows:

- Event = something that occurs in a particular place; a one-time function
- Program = something that occurs over a season or a year; multiple occurrences

The allocation process was published and distributed through various sources and posted on the MLR website. All of the producers that applied for funds in the previous cycle were contacted along with other individuals that had expressed interest. They were directed to the website to review the Allocation Strategy document, the directions for submitting an application along with the application. The application period closed on Friday, September 23, 2016 at 5pm.

The MLR Board of Directors held the legally mandated Measure U Public Hearing as evidenced by the ten day public notice and the board agenda as elements of the board meeting and their deliberations on October 4, 2016 and approved the following funding recommendations.

Measure U Programming (P)	7 Requests	Total Request = \$189,950.	Total Recommended for Funding = \$111,950.
Measure U Special Projects (SP)	0 Requests	Total Request = \$0	Total Recommended for Funding = \$0
Measure R Programming (P)	0 Requests	Total Request = \$0	Total Recommended for Funding = \$0
Measure R Special Projects (SP)	3 Requests	Total Request = \$42,000.	Total Recommended for Funding = \$13,500

- MLR FY16-17 Budget for Measure U Programming = \$115,000 / \$111,950 = balance of \$3050.
- MLR FY16-17 Budget for Measure R Programming = \$0 / \$0 = balance of \$0
- MLR FY16-17 Budget for Measure U Special Projects = \$25,000 / \$0 = balance of \$25,000.
- MLR FY16-17 Budget for Measure R Special Projects = \$25,000 / \$13,500 = balance of \$11,500.

Legend:

- Organization that Applied
- Project Name
- Person that submitted the application
- Type of funding request – (P) = Programming and (SP) = Special Projects
- FR = the amount of the fund request
- OTB = Organizations Total Budget
- %OTB = the % of funds requested compared to the organizations total budget
- 16-17\$\$\$ = the recommended funding allocation for FY16-17
- 15-16&&& = the amount of funding the organization was awarded in FY15-16
- NR = new request

Organization	Project Name	Lead	Type	FR	OTB	% OTB	16-17 \$\$\$	15-16\$\$\$
Sierra Class Theater (U)	After School Productions	A Page	P	\$4000	\$9541	42%	*\$0	\$3150
Chamber Unbound (U)	2016-2017 Performances	Schutz	P	\$30,000	\$335,708	7%	\$23,000.	\$9500
Mono Arts Council (U)	Arts Programming	Knight	P	\$67,750	\$254,124	8%	\$20,000.	\$20,000
Repertory Theatre (U)	Theatre Programming	Shira	P	\$65,000	\$325,950	18%	\$58,750.	\$67,500
Eastern Sierra Symphony (U)	Orchestra Performances	Aimee	P	\$3200	\$108,500	3%	\$3,200.	\$6800
ML Library (U)	Makerspace	Ana	P	\$15,000	\$62,000	24%	\$7000.	NR
SM Historical Society (U)	History of Geothermal	Marianne	P	\$5000	\$10,000	50%	**\$0	NR
Total (U) Programs				\$193,277			\$111,950	

ML Swim Team (R)	Aquatics Facility Development	Chrissy	SP	\$1000	\$0	40%	***\$1000	NR
ML Disc Golf (R)	Disc Course	Brett	SP	\$16,000	\$0	100%	\$0	NR
ES Avalanche (R)	Forecasting	Nate	SP	\$25,000	\$30,500	82%	****\$12,500	NR
Total (R) Special Projects				\$42,000.			\$13,500.	

Notes:

- * The program was funded in the last budget cycle – they will apply in the spring for FY17-18
- **The program is not aligned with the Board Allocation Strategy
- ***Total cost of the project is \$3,500 / requesting \$1,000 to leverage the \$2,500 Holmes Grant
- ****Funding for Avalanche beacons that are stored at the Welcome Center

Funds Available: Fund 216 & 217

Account Number: TBD

Reviewed by: XX MLR Board President XX MLR Executive Director XX TOML Town Manager

TOML / MLR Priority: Finalize a funding strategy for Measure R & U funds with a preference on the shoulder season (FY16-17 Q1)

**Town of Mammoth Lakes Process to Request On-Going Measure R & U Funding
FY16-17 July 1, 2016 – June 30, 2017**

The purpose of this checklist is to outline the procedure for the Town of Mammoth Lakes to request restricted Measure R & U Funding for on-going projects.

- A. The MLR financial records indicate that the Town of Mammoth Lakes has annual on-going costs for the following programs and projects.

Measure R		Measure U	
Trails End Park Maintenance	\$12,000.	Transit Services	\$24,000.
Whitmore Maintenance	\$25,000.	Process Agreements	\$7,220.
Equipment Maintenance	\$2,000.	Annual Audit	\$3,500.
Annual Audit	\$3,500.		
Total	\$42,500.	Total	\$34,720.

- B. The process for requesting these on-going funds is as follows:
- a. These budget line items would be used as the base line for funding.
 - b. All of these line items need to have been reconciled at the end of the fiscal year summarized in an expenditure plan.
 - c. Based on that reconciliation, an expenditure plan would be created and presented to the MLR Allocation Committee for their review and recommendation to the MLR Board of Directors and a recommendation to Town Council.
- C. The timeline for this process:
- a. The TOML staff will present their request for funding at the July MLR Board Meeting on an annual basis.
 - b. This will enable the Town Finance Director to create an Account Number in the town finance system which will allow the budget to be monitored not later than August 1 of each year.
- D. The approval process for all expenditures:
- a. The appropriate town staff will approve the expenditure and confirm the appropriate coding and send an approved copy of the invoice to the MLR Executive Director to monitor the expenditures which creates a system of checks and balances.
 - b. The MLR finance committee will review all expenses and report to the MLR Board of Directors on a monthly basis.