



MAMMOTH TRAILS COMMITTEE MEETING

Thursday, June 8, 2017 @ 3pm

Mammoth Lakes Tourism and Recreation Conference Room

2520 Main Street, Mammoth Lakes, California

www.mammothlakesrecreation.org | www.mammothtrails.org

NOTE: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call (760) 934-4932. 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 Chair to a speaking time of five-minutes.

ROLL CALL

Committee Members: Finlay Torrance, Dan Holler, Alan Jacoby, Heather Schaubmayer, Elise Howell, John Mueller, and David Page

PUBLIC COMMENT (On items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approval of the agenda
2. Approval of the meeting minutes for May 11, 2017
 - a. Attachment 1
3. Review and Approve MLTS FY 2017-2018 Budget
 - a. Attachment 2
4. Review and Approve FY 2017-2018 Project Initiation Sheets
 - a. Attachment 3
5. Anticipated Program Fund Rollover to FY 2017-2018
 - a. Update from Trails Coordinator
6. Anticipated Capital Fund Rollover to FY 2017-2018
 - a. Update from Trails Coordinator
7. Date of Anticipated Actuals from TOML
 - a. Update from Town Manager
8. MLTPA Contract Renewal and Billable Rate
 - a. Update from Town Manager
9. Trails Coordinator Update

COMMITTEE MEMBER REPORTS

REQUEST FOR FUTURE AGENDA ITEMS



ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on August 10, 2017, at 3 pm. 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 & Recreation outside showcase not less than 72 hours prior to the meeting dated as June 2, 2017.

Rich Boccia, MLR Executive Director



Mammoth Trails Committee Meeting Minutes
May 11, 2017 at 3:00PM
Mammoth Lakes Tourism and Recreation Conference Room,
2520 Main St, Mammoth Lakes, CA 93546

ROLL CALL

Chair Page called the meeting to order at 3:02 p.m. at the Mammoth Lakes Tourism and Recreation Conference Room, 2520 Main St, Mammoth Lakes, CA 93546.

Present: David Page, Finlay Torrance, Elise Howell, David Page, and Ted Dardzinski

PUBLIC COMMENT

David Page - Region 5 USFS Review is in town this week so we should see more interaction with our local rangers.
Joel Rathje - We should build stronger relationships with the local national forest team – partnership could help on a higher level of decision making.

David Harvey – So. Mono County Historical Society is beginning to open Hayden Cabin next weekend. Joel Rathje came out for a site review of the trails around the Cabin.

Mill City is closed indefinitely until the Forest Service can clean the entire site. There will be an information meeting on May 15th from 5-7pm in the Welcome Center/Forest Service Auditorium.

ADMINISTRATIVE ITEMS

1. Approval of the Agenda: approved.
2. Approval of the Minutes from April 13, 2017 (M. Howell, S. Torrance, 4-0)
3. John Mueller was introduced as a potential candidate for a seat on the Mammoth Trails Committee.
4. Joel Rathje gave an update on the MLTS Summer 2017 Schedule.
5. The Committee reviewed the FY17/18 Recommended Budget.
6. John Mueller was appointed as a new member of the Mammoth Trails Committee (M. Howell, S. Dardzinski, 4-0)

FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business to come before the Mammoth Trails Committee, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Emily Woods
Program Administrator, Mammoth Lakes Recreation

Mammoth Lakes Trail System
FY 17/18 Recommended Budget - PROGRAM
June 2017

Agenda Item #3
Attachment# 2

FY 2017/2018			
			Program Funds:
			\$ 300,000.00
			Capital Funds:
			TBD
PROGRAM		Total:	
		TBD	
Program Area	Project Name	Project Lead	Recommended Allocation
Planning			
Collaborative Processes	Shady Rest Inyo Craters (SRIC) - Planning	MLTPA	\$ 10,000.00
Total Planning:			\$ 10,000.00
Design			
Guidelines & Standards	MLTS Standards Manuals	MLTPA	\$ 5,000.00
Trail Alignment Studies	SHARP - Trail Alignment Studies	MLTPA	\$ 2,000.00
	LABSS - Trail Alignment Studies	MLTPA	\$ 5,000.00
Total Design:			\$ 12,000.00
Implementation			
Easement/ Access Neg.	Sherwins - Winter Access/Egress	MLTPA	\$ 2,000.00
Implementation/ Construct	Signage and Wayfinding - Map Updates & Repair	MLTPA	\$ 20,000.00
Total Implementation:			\$ 22,000.00
Operations			
Governance	MLTS Trails Coordinator	TOML	\$ 95,000.00
	Project Management Support	MLTPA	\$ 25,000.00
	MLTS Action Plan & Budget	MLTPA	\$ 3,000.00
Interagency Coordination	MLTS Communications	MLTPA	\$ 2,000.00
Website	MLTS Website - Operations and Maintenance	MLTPA	\$ 5,500.00
	MLTS Website - Operations and Maintenance - TOML	TOML	\$ 2,000.00
	MLTS Website - TOML Tech Support	TOML	\$ 500.00
	MLTS Website - Content Development	MLTPA	\$ 8,000.00
Information Systems	MLTS Data Library	MLTPA	\$ 7,000.00
	MLTS Data Library - TOML	TOML	\$ 3,000.00
Interpretive	MLTS Interpretive Program	MLTPA	\$ 5,000.00
Image Library	MLTS Photo and Image Library	MLTPA	\$ 2,000.00
Total Operations:			\$ 158,000.00
Maintenance			
Soft Surface Trail Maint.	MLTS Trails Days	MLTPA	\$ 10,000.00
	Soft Surface Trail Maintenance Program - TOML	TOML	\$ 40,000.00
	Soft Surface Trail Maintenance Program	MLTPA	\$ 10,000.00
Nordic Trail Maint.	MLTS Winter Grooming Program	MLTPA	\$ 15,000.00
	MLTS Winter Grooming Program - TOML	TOML	\$ 5,000.00
Trailhead Maintenance	MLTS Trailhead Maintenance	MLTPA	\$ 3,000.00
	MLTS Trailhead Maintenance - TOML	TOML	\$ 2,000.00
Total Maintenance:			\$ 85,000.00
Stewardship			
Mammoth Trails	Mammoth Trails	MLTPA	\$ 7,500.00
Adopt A Trail	Adopt A Trail	MLTPA	\$ 1,500.00
Total Stewardship:			\$ 9,000.00
Marketing/Promotion			
Trail Maps / Guides	Maps and Trail Guides - Development	MLTPA	\$ 4,000.00
Total Marketing / Promotion:			\$ 4,000.00
Program Total:			\$ 300,000.00
		Program:	\$ 300,000.00
		Capital:	\$ 222,000.00
		Total:	\$ 522,000.00

Mammoth Lakes Trail System
 FY 17/18 Recommended Budget - CAPITAL
 June 2017

FY 2017/2018			
		Program Funds:	\$ 300,000.00
		Capital Funds:	TBD
CAPITAL		Total:	TBD
Program Area	Project Name	Project Lead	Recommended Allocation
Design			
Project Design	SHARP - Trail Design - TOML	TOML	\$ 2,000.00
	SHARP - Trail Design	MLTPA	\$ 13,000.00
Total Design:			\$ 15,000.00
Implementation			
Environmental - Project	SHARP Environmental - NEPA/CEQA - USFS/TOML	TOML	\$ 100,000.00
	SHARP Environmental - NEPA/CEQA	MLTPA	\$ 5,000.00
Implementation/ Construct	SHARP - Trail Construction - TOML	TOML	\$ 60,000.00
	SHARP - Trail Construction	MLTPA	\$ 10,000.00
	Signage and Wayfinding - Map Updates & Repair - TOML	TOML	\$ 20,000.00
Total Implementation:			\$ 195,000.00
Maintenance			
Equip. Purchase / Maint.	MLTS Tool Library - TOML	TOML	\$ 8,000.00
	MLTS Tool Library	MLTPA	\$ 2,000.00
Total Maintenance:			\$ 10,000.00
Capital Total:			\$ 220,000.00
		Program:	\$ 300,000.00
		Capital:	\$ 222,000.00
Total:			\$ 522,000.00

Project Information

Program: **Planning**

Program Category: **Collaborative Processes**

Project Name: **Shady Rest Inyo Craters (SRIC) - Planning**

TOML Activity Code: **202**

Contractor Code: **070_04_SRIC1718**

Project Detail

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

Efforts to Date: **2012:** MLTPA prepared a draft map for the study area for an Inyo Craters/Shady Rest Collaborative Planning effort along with an inventory and "road map" for an existing conditions analysis.

2016/2017: Existing Conditions analysis performed over approximately 20% of study area. Trails Coordinator provided MTC with recommendations to continue existing conditions analysis.

Scope of Work 17/18: Trails Coordinator to work with USFS, TOML and MLR through collaborative planning efforts and appropriate agreements to determine existing conditions, track opportunities, research and review efforts to date, and provide analysis and recommendations to the MTC for next steps and potential expenditure of funds as appropriate to expand and manage the MLTS in the Shady Rest/Inyo Craters area.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB.

Deliverables 17/18: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 10,000.00**

Budget Recommendation: **\$ 10,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Shady Rest Inyo Craters (SRIC) - Planning**

TOML Activity Code: **202**

Contractor Code: **070_04_SRIC1718**

Project Initiation Date: **July 1, 2017**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Guidelines & Standards**

Project Name: **MLTS Standards Manual**

TOML Activity Code: **211**

Contractor Code: **052_07_MLTS_StdMan_1718**

Project Detail

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.

Efforts to Date: **2012:** MLTPA + Partners "Standards Manual" development and delivery: “Town of Mammoth Lakes – Public Works Department Section 600: Mammoth Lakes Trail System” – 77 page PDF prepared for TOML adoption documenting build ready standards for MLTS facilities such as: signage and wayfinding; multi use paths; trail amenities, pedestrian facilities; and naming conventions for all MLTS facilities. • CAD Files – 31 editable CAD files prepared for “Town of Mammoth Lakes – Public Works Department Section 600: Mammoth Lakes Trail System” • Updated “Design Intent” documents for MLTS Signage and Wayfinding Program • “Master Messaging” – Editable messaging for “MLTS Signage and Wayfinding” • Draft outline for comprehensive “MLTS Standards Manual” encompassing all aspects of MLTS facilities and programs.

Scope of Work 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 17/18: Update and revise the "Standards Manual" as directed, working with TOML staff for use with projects under the direction of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Standards Manual**

TOML Activity Code: **211**

Contractor Code: **052_07_MLTS_StdMan_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: Design

Program Category: Trail Alignment Studies

Project Name: SHARP - Trail Alignment Studies

TOML Activity Code: 213

Contractor Code: 051_05_TTC1718

Project Detail

Project Description: On the ground trail alignment studies in the Sherwins region for trails identified in the Sherwins Area Recreation Plan (SHARP).

Efforts to Date: **Summer 2010:** 11 SHARP Trail Alignment Studies completed (as documented in "SHARP TTC: Summer 2010 Final Report")

Summer 2011: 2 SHARP Trail Alignment Studies completed (as documented in "SHARP TTC: Summer 2011 Final Report")

Summer/Fall 2015: Verification of outstanding TTC efforts completed. SHARP ID 18 completed.

2016/2017: Trail Alignment Studies completed for 29 identified projects within the SHARP and submitted to USFS May 2017 for Environmental Analysis.

Scope of Work 17/18: Initiate and complete additional SHARP Trail Alignment Studies as weather and conditions on the ground permit for NEPQ/CEQA Environmental Analysis. Provide written reports on progress and findings to the MTC. Assist USFS in Environmental Review of submitted SHARP Trail Alignment Studies as directed.

TSMP Citation: **SS2: Summer Soft-Surface Trails outside the UGB.** Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 17/18: Efforts as described above in the scope of work; SHARP Trail Alignment Studies as completed and written Report to MTC.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: \$ 2,000.00

Budget Recommendation: \$ 2,000.00

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SHARP - Trail Alignment Studies**

TOML Activity Code: **213**

Contractor Code: **051_05_TTC1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Trail Alignment Studies**

Project Name: **LABSS - Trail Alignment Studies**

TOML Activity Code: **213**

Contractor Code: **097_03_LABSS_TCC1617**

Project Detail

Project Description: On the ground trail alignment studies in the Lakes Basin region for trails identified in the Lakes Basin Special Study (LABSS).

Efforts to Date: **March 4, 2015:** Town Council accepts Lakes Basin Special Study (LABSS) Executive Summary. LABSS final reports accepted as reference and informational documents as recommended by MLR.
Summer 2015: Field Work undertaken for LABSS Id # 1, 3, 4 and 9a. Final reports in progress.

Scope of Work 17/18: Initiate and complete LABSS Trail Alignment Studies as weather and conditions on the ground permit. Provide written reports on progress and findings to the MTC.

TSMP Citation: **SS2: Summer Soft-Surface Trails outside the UGB.** Develop new soft-surface trails outside the UGB.

Deliverables 17/18: LABSS Trail Alignment Studies as completed. Written Progress Report to MTC.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **LABSS - Trail Alignment Studies**

TOML Activity Code: **213**

Contractor Code: **097_03_LABSS_TCC1617**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Easement / Access Neg.**

Project Name: **Sherwins – Winter Access/Egress**

TOML Activity Code: **222**

Contractor Code: **053_06_ShwEgr1718**

Project Detail

Project Description: Annual maintenance of winter signage and outreach campaign advising the public on legal access and egress routing to and from the Sherwins area and the Town of Mammoth Lakes.

Efforts to Date: **2010/2011 and 2011/2012:** A comprehensive “Sherwins Winter Egress” program was implemented and maintained, including public outreach and efforts undertaken with stakeholders.

Winter 2015/2016: Snow-centric signage designed and placed at Sherwins Trailhead (Borrow Pit), Mill City, and Lakes Basin Public Access Corridor.

Winter 2016/2017: Improvements made to snow-centric signage and placed at Borrow Pit, Mill City, and Lakes Basin Public Access Corridor with the addition of Avalanche Beacon Checkers and Trail Counters.

Scope of Work 17/18: Maintenance and coordination of winter signage and outreach campaign advising the public on legal access and egress routing from the Sherwins including "egress only" across Snowcreek Golf Course to the Ranch Road public easement; Sherwins Trailhead (Borrow Bit); Plum family public easement on Tamarack Street; and Mill City Winter node at winter closure on Old Mammoth Road.

TSMP Citation: Recommendation G3: Uniform Trail Signage

Deliverables 17/18: Maintenance and coordination of winter signage and public outreach campaign advising the public on legal access and egress routing from the Sherwins to/from opportunities identified in scope of work consistent with direction from the Town and with input from interested stakeholders.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Sherwins – Winter Access/Egress**

TOML Activity Code: **222**

Contractor Code: **053_06_ShwEgr1718**

Project Initiation Date: **TBD**

**Project Initiation Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **Signage and Wayfinding – Map Updates & Repair**

TOML Activity Code: **224**

Contractor Code: **052_06_MapUpdate_MLTPA1718**

Project Detail

Project Description: 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 facilitaton, GIS fieldwork, quality control, and continuing inventory for both hard surface and soft surface signs in the MLTS. MLTPA Staff will research standards and maintain and update website postings.

Efforts to Date: **2014 - May 7:** TOML Adopts updated Public Works Standards Manual, including Section 600 “Trail and Trail Signage Standards”. No updates to MLTS Signage and Wayfinding Maps have been undertaken since initial phases of install completed in 2012.

2015: Signs constructed for Sherwins Egress Program. Key Agreements process initiated with Public Works. Messaging created for College Connector Path signage.

2016/2017: Update of MLTS soft-surface signage to include design and installation of over 100 signs following USFS standards; re-design and installation of Sherwins Winter Signage; development and installation of signs for Shady Rest Winter Grooming Program; development and installation of the Poo Fairy Signage campaign.

Scope of Work 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 17/18: **Task #1** - Efforts in support of signage for Mammoth Rock Trail Connector and Meadow Trail Connector. Efforts may include Project Analysis, Field Verification + Existing Inventory, Messaging, Messaging Vendor Facilitation, Graphic Creation, Posts and Hardware, QR Codes, Installation, QC + Final Inventory, GIS Fieldwork, Inventory and Maintenance.

Task #2 - Draft written Program, including inventory of existing needs and anticipated budget, for regular updating of MLTS Signage Maps and Messaging – where needed - for a two year regular update cycle. Program to include integration of mapping and any messaging updates into all MLTS distribution channels including MLTS Website and analog products.

Task #3 - Documentation of all efforts related to MLTS Signage and Wayfinding Production into the "Standards Manual" to be used in the future production of all MLTS Signage and Wayfinding efforts for both Hard Surface and Soft Surface Signage and wayfinding.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R**

Council Approved Budget: **\$ 20,000.00**

Budget Recommendation: **\$ 20,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Signage and Wayfinding – Map Updates & Repair**

TOML Activity Code: **224**

Contractor Code: **052_06_MapUpdate_MLTPA1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **MLTS Trails Coordinator**

TOML Activity Code: **232**

Contractor Code: **092_05_MLTS_TC_1718**

Project Detail

Project Description: Services of a full time Trails Coordinator employed by the Town of Mammoth Lakes to coordinate and implement the MLTS program.

Efforts to Date: **2011 - 2014:** Support for the MLTS Coordinating Committee (MLTS CC) programs and projects. The MLTS CC was disbanded in 2014.

2015 - 2016: After a nationwide search undertaken by MLTPA, Joel Rathje was hired by the town of Mammoth Lakes to serve as the MLTS Trails Coordinator.

Scope of Work 17/18: Trails Coordinator to provide support to the MTC, coordination with TOML, MLR, and other agencies/NGOs as identified including the USFS. Work includes a number of specific MLTS projects as initiated by the MTC.

TSMP Citation: **G11:** Trails Coordinator: "Consider creation of a Trails Coordinator position for implementation of the TSMP."

<i>Deliverables 17/18:</i>	1) Trails Coordinator: - TOML All In	\$	95,000.00
	2) Trails Coordination – Indirect Costs - Not To Exceed	\$	-
	Total Measure R Funds =	\$	95,000.00
	Additional General Fund Contribution =		\$28,500

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 95,000.00**

Budget Recommendation: **\$ 95,000.00**

Leveraged Resources

Matching Funds (Cash): **\$ 28,500.00** **General Funds for Trails Coordinator Salary - TOML**

In Kind Services/Donations:

(Value TBD) TOML Vehicle for Trails Coordinator

Volunteer Hours:

Initiation + Acceptance

Approved Project Name: **MLTS Trails Coordinator**

TOML Activity Code: **232**

Contractor Code: 092_05_MLTS_TC_1718

Project Initiation Date: TBD

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **Project Management Support**

TOML Activity Code: **232**

Contractor Code: **106_03_MLTSPM_1718**

Project Detail

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

Efforts to Date: **2016:** At their April 2016 meeting, the MTC initiated a new project to provide Project Management support to the Trails Coordinator.

Scope of Work 17/18: Ongoing project management support and maintenance of all aspects of projects initiated and approved by the Mammoth Trail Committee with a specific emphasis on the integrity and consistency of digital systems and cloud based assets.

TSMP Citation: **G11:** Trails Coordinator: "Consider creation of a Trails Coordinator position for implementation of the TSMP."

Deliverables 17/18: Project Management support for the Trails Coordinator and identified projects as identified by the Trails Coordinator. Trails Coordinator to provide ongoing analysis and recommendations to MTC for projects requiring Project Management support.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 25,000.00**

Budget Recommendation: **\$ 25,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Project Management Support**

TOML Activity Code: **232**

Contractor Code: **106_03_MLTSPM_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Governance**

Project Name: **MLTS Action Plan & Budget**

TOML Activity Code: **232**

Contractor Code: **094_04_MLTS_ACT_BUD_1718**

Project Detail

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.

Efforts to Date: **12/06/07:** MLTPA delivers final "Bucket List" of prioritized projects with dollar amounts to TOML for use by MLTS CC for project prioritization and Town Council review and approval. The MLTS CC was disbanded in 2014.

2015/2016: Creation of annual budget and Project Initiation sheets for review and approval by the MTC.

2016/2017: Creation of annual budget, quarterly reports, budget tracking, and Project Initiation sheets for review and approval by MTC.

Scope of Work 17/18: Development of the annual budget, project initiation sheets, and action plan for short, medium, and long term implementation of projects from the TSMP for review and potential approval by the MTC including recommendations for annual budgeting and quarterly revisions.

TSMP Citation: G14: Action Plan: "Develop a detailed action plan for the implementation of the Mammoth Lakes Trail System."

Deliverables 17/18: **Task #1:** Inventory of TSMP recommended projects to date that are either completed and/or "in progress" for MTC review. Integrate with TOML CIP as appropriate.

Task #2: Inventory of new TSMP and other MLTS projects for consideration and review by MTC.

Task #3: Drafting of annual budget and quarterly reallocation updates of MLTS Program including Project Initiation Sheets for review and approval by the MTC, MLR Board, and Town Council.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 3,000.00**

Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (Cash): **None**
In Kind Services/Donations: **None**
Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Action Plan & Budget**

TOML Activity Code: **232**

Contractor Code: **094_03_MLTS_ACT_BUD_1617**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Interagency Coordination**

Project Name: **MLTS Communications**

TOML Activity Code: **233**

Contractor Code: **031_04_MLTS_COMM1718**

Project Detail

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."

Efforts to Date: Under contract to the Town of Mammoth Lakes, MLTPA has provided communication services on behalf of the MLTS over several years, including contemporary outreach tools such as Hubspot, a full suite of analog tools, and it's own responsively designed and maintained website. The MLTS does not have - nor does it maintain - analogous capacity.

Scope of Work 17/18: In coordination with the Trail Coordinator, creation of messaging that will be of interest to the public and distribution of messaging through communication channels including those managed by MLTPA as well as mammothtrails.org. Maintenance and updating of content specific to MLTS communications efforts on all platforms.

TSMP Citation: E1: Publish a Trail Guide for Mammoth Lakes; TSMP Chapter 1.1 "Vision"

Deliverables 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (cash):

In Kind Services/Donations:

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Communications**

TOML Activity Code: **233**

Contractor Code: **031_04_MLTS_COMM1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

MLTS Website - Operations and Maintenance - MLTPA Efforts

Updated 17/06/01

Project Information

Program: **Operations**

Program Category: **Website**

Project Name: **MLTS Website - Operations and Maintenance**

TOML Activity Code: **235**

Contractor Code: **088_06_MT_WebMgt_1718**

Project Detail

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".

Efforts to Date: Under contract to the Town, MLTPA has been responsible for the operation and maintenance of the MLTS Website since it launched in the late summer of 2012 using protocols and procedures established and documented in the "MLTS Website Handbook". MLTPA designed and constructed the MLTS Website under contract to the Town as a result of a Measure R grant application.

2016/2017: Staff and website support for the Eastern Sierra Avalanche Center's (ESAC) TOML Measure U funded avalanche forecaster for the Mammoth Basin.

Refer to "MLTS Website Scope of Work"-updated 7/12/15 - attached.

Scope of Work 17/18: Additional scope of work for 17/18 to include staff and website support for the creation and maintenance of "Trail Condition" reports on the MLTS website.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 17/18: **Refer to "MLTS Website Scope of Work"-updated 7/12/15 - attached.**

MLTPA staff will update and maintain the website as a platform for posting the Mammoth Basin avalanche forecast and Trail Condition reports.

Project Time Frame: **TOML Fiscal Year 1/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,500.00**

Budget Recommendation: **\$ 5,500.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

MLTS Website - Operations and Maintenance - MLTPA Efforts
Updated 17/06/01

Volunteer Hours: **TBD**

MLTS Website - Operations and Maintenance - MLTPA Efforts

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: MLTS Website - Operations and Maintenance

TOML Activity Code: 235

Contractor Code: 088_06_MT_WebMgt_1718

Project Initiation Date: TBD

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

MLTS Website - Operations and Maintenance - TOML Efforts

Updated 17/06/01

Project Information

Program: **Operations**

Program Category: **Website**

Project Name: **MLTS Website - Operations and Maintenance - TOML**

TOML Activity Code: **235**

Contractor Code: **088_07_MT_WebMgt_1718_TOML**

Project Detail

Project Description: Project to serve hard-costs related to the website incurred by the MLTS, such as web-hosting.

Efforts to Date: Efforts previously been embedded in Web Management project.

Scope of Work 17/18: TOML to be billed directly for website hosting.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 17/18: **Refer to "MLTS Website Scope of Work"-updated 7/12/15 - attached.**

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

MLTS Website - Operations and Maintenance - TOML Efforts

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: **MLTS Website - Operations and Maintenance -**

TOML Activity Code: **235**

Contractor Code: **088_07_MT_WebMgt_1718_TOML**

Project Initiation Date: **TBD**

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Website**

Project Name: **MLTS Website – TOML Tech Support**

TOML Activity Code: **235**

Contractor Code: **088_08_MT_WebTML_1718**

Project Detail

Project Description: Administrative and technical services to be provided by Mono County/TOML IT in support of the MLTS website.

Efforts to Date: Since 2012 and the launch of the MLTS Website, TOML has provided server admin support through its contract for IT services with Mono County.

Scope of Work 17/18: TOML staff to provide server admin and other appropriate technical support for MLTS Website through contract for IT services with Mono County on as needed basis.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 17/18: Ongoing server admin support for MLTS Website through contract for IT services with Mono County.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 500.00**

Budget Recommendation: **\$ 500.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Website – TOML Tech Support**

TOML Activity Code: **235**

Contractor Code: **088_08_MT_WebTML_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Updated 17/06/01

Project Information

Program: **Operations***Program Category:* **Website***Project Name:* **MLTS Website – Content Development***TOML Activity Code:* **235***Contractor Code:* **098_03_MT_WebCon_1718**

Project Detail

Project Description: New web content, including new web pages, for the MLTS website.*Efforts to Date:* **12/08/08:** MLTPA delivers the MLTS Website with 126 pages of Trail, Destination, Activity and Experience web pages under contract to TOML using funds from a Measure R grant award.**14/01/13:** MLTPA delivers an additional 193 pages of Trail, Destination, Activity and Experience web pages under contract to TOML using funds from a Measure R grant award.**2015/2016:** Winter photography completed for a number of existing web pages. Candidate list of 100+ new pages reviewed by USFS.*Scope of Work 17/18:* Identification, development and construction of new web pages and related content for the MLTS Website using protocols documented in the “MLTS Website Handbook”.*TSMP Citation:* **E1: Publish a Trail Guide for Mammoth Lakes***Deliverables 17/18:* Create inventory of new web page opportunities for MLTS Website across all seasons. Produce new web pages for the MLTS Website with oversight and input from MLTS Partner agencies (TOML, USFS). Produce new web pages for the MLTS Website and/or create links to external websites to provide reliable information to MLTS users as established by the 2016 Winter Recreation Summit.*Project Time Frame:* **TOML Fiscal Year 17/18***Project Lead:* **MLTPA***Funding Source:* **Measure R Funds***Council Approved Budget:* **\$ 8,000.00***Budget Recommendation:* **\$ 8,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD***In Kind Services/Donations:* **TBD***Volunteer Hours:* **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Website – Content Development**

TOML Activity Code: **235**

Contractor Code: **098_03_MT_WebCon_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Information Systems**

Project Name: **MLTS Data Library**

TOML Activity Code: **236**

Contractor Code: **029_03_Data_OM_1718**

Project Detail

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

Efforts to Date: **12/09/02:** MLTPA delivers “MLTPA Data Library” documents for maintenance and management of a GIS, Trail Counter and analog document library for use by the MLTS. MLTPA has maintained and made use of the Data Library for a variety of MLTS projects, and has provided GIS updates to the Town over several years from MLTPA data collection efforts.

Scope of Work 17/18: Ongoing maintenance, updating, and management of the MLTS GIS and Data Library, including trail counts, user information, and data resources necessary for the operations and maintenance of the MLTS. Implementation, analysis and presentation of new system-wide Trail Counter program.

TSMP Citation: **Recommendation G7: Data Management**

Deliverables 17/18: Ongoing maintenance, updating, and management of the MLTS GIS and Data Library, including trail counts, user information, and data resources necessary for the operations and maintenance of the MLTS.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 7,000.00**

Budget Recommendation: **\$ 7,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Data Library**

TOML Activity Code: **236**

Contractor Code: **029_03_Data_OM_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Information Systems**

Project Name: **MLTS Data Library - TOML**

TOML Activity Code: **236**

Contractor Code: **029_04_Data_OM_1718_TOML**

Project Detail

Project Description: Project to serve any hard-costs related to data for the MLTS such as trail counters, software programs, GPS and mapping devices.

Efforts to Date: Efforts previously embedded in Data Library project.

Scope of Work 17/18: Provide and maintain equipment as deemed necessary by the Trails Coordinator.

TSMP Citation: **Recommendation G7: Data Management**

Deliverables 17/18: Provide and maintain equipment as deemed necessary by the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 3,000.00**

Budget Recommendation: **\$ 3,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Data Library - TOML**

TOML Activity Code: **236**

Contractor Code: **029_04_Data_OM_1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Interpretive**

Project Name: **MLTS Interpretive Program**

TOML Activity Code: **237**

Contractor Code: **061_02_MLTS_ISP1718**

Project Detail

Project Description: The ongoing development, implementation and maintenance of the MLTS interpretive program as originally adopted and appended to the TSMP by Town Council on January 23, 2013.

Efforts to Date: **2013:** In the spring and early summer of 2011, MLTPA contracted with two local interpretive specialists, David Scott and Christie Osborne, to prepare and deliver a draft report and presentation on the opportunities available to interpretive programming on the Mammoth Lakes Trail System (MLTS). Town Council adopted their final report ("Interpretive Services Planning: Opportunities for Interpretation along the Mammoth Lakes Trail System") on January 23, 2013.

Scope of Work 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G4:** Interpretive Signage; **E4:** Trails-Related Education Programs

Deliverables 17/18: To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Interpretive Program**

TOML Activity Code: **237**

Contractor Code: **061_02_MLTS_ISP1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Operations**

Program Category: **Image Library**

Project Name: **MLTS Photo and Image Library**

TOML Activity Code: **240**

Contractor Code: **069_07_Photo_OM_1718**

Project Detail

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

Efforts to Date: **12/09/02:** MLTPA delivers “MLTPA Photo Library Workflow” protocols for maintenance and management of MLTS Photo and Image Library. MLTPA has maintained and made use of the MLTS Photo and Image Library for a variety of MLTS projects including MLTS Website updating and Summer of Stewardship projects.

Scope of Work 17/18: Ongoing maintenance, updating, and management of the MLTS photographic and image library.

TSMP Citation: **E1: Publish a Trail Guide for Mammoth Lakes**

Deliverables 17/18: Ongoing maintenance and management of the MLTS photographic and image library. Review and updating of established protocols as necessary for consistency with contemporary technology and best practices. Drafting of recommendations for integration of image resources of all MLTS Partners into a single integrated system (MLT, INF, TOML, MLR, etc.)

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **MLTS Photo and Image Library**

TOML Activity Code: **240**

Contractor Code: **069_07_Photo_OM_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Soft Surface Trail Maintenance**

Project Name: **MLTS Trail Days**

TOML Activity Code: **252**

Contractor Code: **110_TrailDays_1718**

Project Detail

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.

Efforts to Date: For 8 seasons, the "Summer of Stewardship: Trail Days" program has been a partnered effort of MLTPA and Friends of the Inyo, providing opportunities for volunteer trail stewardship in the Mammoth Lakes Trail

Scope of Work 17/18: MLTS will host 2 Events in the Summer of 2017 and 1 event in the summer of 2018 and provide marketing for all events.

TSMP Citation: 7.1.5. Volunteer Maintenance Efforts

Deliverables 17/18: MLTS will lead efforts to provide 2 Events in the Summer of 2017 and 1 event and marketing for all events in the summer of 2018.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 10,000.00**

Budget Recommendation: **\$ 10,000.00**

Leveraged Resources

Matching Funds (cash): \$ -

\$ -

Total a/o 15/07/12 **\$ -**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: MLTS Trail Days
TOML Activity Code: 252
Contractor Code: 110_TrailDays_1718

Project Initiation Date: TBD

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Soft Surface Trail Maint.**

Project Name: **Soft Surface Trail Maintenance Program - TOML**

TOML Activity Code: **252**

Contractor Code: **105_03_SoftSurfMaint1718_TOML**

Project Detail

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 FY16-17; 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."

Efforts to Date: **2007 - 2016:** The "Summer of Stewardship: Trail Days" program provided volunteers working with Friends of the Inyo and MLTPA opportunities to provide maintenance to the MLTS.

2016/2017: MLTS continued Challenge Cost Share Agreement with USFS, hired 4 full-time trail crew members, and utilized Cal-Fire crews to perform trail maintenance throughout the MLTS.

Scope of Work 17/18: Trails Coordinator to continue Challenge Cost Share Agreement with USFS, hire 1 full-time seasonal Trail Crew Leader, contract with Cal-Fire crews throughout working season, track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: SS2: Summer Soft-Surface Trails outside the UGB

Deliverables 17/18: Sustainable soft surface trail maintenance throughout the MLTS.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 40,000.00**

Budget Recommendation: **\$ 40,000.00**

Leveraged Resources

Matching Funds (cash): **\$7,500**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Soft Surface Trail Maintenance Program - TOML**

TOML Activity Code: **252**

Contractor Code: **105_03_SoftSurfMaint1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Soft Surface Trail Maint.**

Project Name: **Soft Surface Trail Maintenance Program - MLTPA**

TOML Activity Code: **252**

Contractor Code: **105_04_SoftSurfMaint1718**

Project Detail

Project Description: Project serves to provide MLTS support as needed for staffing needs outside of the full-time seasonal Trail Crew Leader and the Cal-Fire Crews in performing Soft Surface Trail Maintenance efforts.

Efforts to Date: No efforts to date.

Scope of Work 17/18: Provide support to MLTS Soft Surface Maintenance Program as deemed necessary by Trails Coordinator.

TSMP Citation: SS2: Summer Soft-Surface Trails outside the UGB

Deliverables 17/18: Sustainable trail maintenance throughout the MLTS as directed by the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 10,000.00**

Budget Recommendation: **\$ 10,000.00**

Leveraged Resources

Matching Funds (cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Soft Surface Trail Maintenance Program - MLTPA**

TOML Activity Code: **252**

Contractor Code: **105_04_SoftSurfMaint1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Updated 17/06/01

Project Information

Program: Maintenance*Program Category:* Nordic Trail Maintenance*Project Name:* MLTS Winter Grooming Program*TOML Activity Code:* 254*Contractor Code:* 102_05_WintGroom1718

Project Detail

Project Description: Winter grooming efforts such as the "Shady Rest Winter Grooming Program" for winter facilities of the MLTS.*Efforts to Date:* Contractual efforts have been in place for the last several seasons with Friends of the Inyo to provide grooming services, but low snowfall has made operations difficult and even problematic. USFS permitting and program update from previous years efforts will be necessary from the Trails Coordinator and TOML. The **2016 Winter Recreation Summit** track: "Winter Recreation in Shady Rest Park" identified the need to expand winter recreation opportunities in and around the Shady Rest Park area.**2016/2017:** TOML and USFS entered agreement for MLTS to provide winter grooming services at the Shady Rest Nordic System for non-motorized users including a pilot program to groom additional mileage and allow the use of fat-bikes on the groomed system trails.*Scope of Work 17/18:* Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate keeping winter recreation opportunities in and around Shady Rest Park at the forefront as identified in the **2016 Winter Recreation Summit**.

See attached "Exhibit A - Scope of Services".

TSMP Citation: SS3: Shady Rest Winter Trails: Explore options to improve winter trail and trailhead conditions at Shady Rest.*Deliverables 17/18:* Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.*Project Time Frame:* TOML Fiscal Year 17/18*Project Lead:* MLTPA*Funding Source:* Measure R Funds*Council Approved Budget:* \$ 15,000.00*Budget Recommendation:* \$ 15,000.00

Leveraged Resources

Matching Funds (cash): None*In Kind Services/Donations:* None*Volunteer Hours:* None

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: MLTS Winter Grooming Program

TOML Activity Code: 254

Contractor Code: 102_05_WintGroom1718

Project Initiation Date: TBD

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Nordic Trail Maintenance**

Project Name: **MLTS Winter Grooming Program - TOML**

TOML Activity Code: **254**

Contractor Code: **102_06_WintGroom1718_TOML**

Project Detail

Project Description: Project to provide any hard-costs related to Winter Grooming Program for the MLTS such as equipment maintenance, repair and operating costs.

Efforts to Date: Efforts previously embedded in Winter Grooming Program budget.

Scope of Work 17/18: Provide and maintain equipment as deemed necessary by Trails Coordinator.

TSMP Citation: SS3: Shady Rest Winter Trails: Explore options to improve winter trail and trailhead conditions at Shady Rest.

Deliverables 17/18: Provide and maintain equipment as deemed necessary by Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 5,000.00**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Winter Grooming Program - TOML**

TOML Activity Code: **254**

Contractor Code: **102_06_WintGroom1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Updated 17/06/01

Project Information

Program: Maintenance*Program Category:* Trailhead Maintenance*Project Name:* MLTS Trailhead Maintenance*TOML Activity Code:* 256*Contractor Code:* 107_02_MLTS_TH_Maint1718

Project Detail

Project Description: Recommendation M1 from the TSMP: Development of Coordinated Year-Round Maintenance Plan. "Maintenance efforts can be carried out both by TOML maintenance personnel, and as stewardship opportunities with volunteer organizations."

Efforts to Date: **2016:** New project initiated by MTC that has been informed and developed based on outcomes from the following "tracks" from the **Winter Recreation Summit:** "Snowplay" and "Winter Recreation in the Mammoth Lakes Basin".

2016/2017: Developed and implemented "Poo Fairy" stations and campaign at Winter Trailheads. Maintained Sherwins Winter signs including trail counters and avalanche beacon checkers.

Scope of Work 17/18: Continued development and implementation of a MLTS Trailhead Maintenance program to be coordinated with the MLTS Adopt A Trail Program, and based on outcomes from the **2016 Winter Recreation Summit**, snowplay areas and winter recreation in the Lakes Basin, which will be focused on litter and animal waste collection and removal. Continue to maintain winter trailhead access, and develop and refine the Poo Fairy campaign.

TSMP Citation: **M1:** Development of Coordinated Year Round Maintenance Plan

Deliverables 17/18: To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: MLTPA

Funding Source: Measure R Funds

Council Approved Budget: \$ 3,000.00

Budget Recommendation: \$ 3,000.00

Leveraged Resources

Matching Funds (cash): None

In Kind Services/Donations: None

Volunteer Hours: None

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: MLTS Trailhead Maintenance

TOML Activity Code: 256

Contractor Code: 107_02_MLTS_TH_Maint1718

Project Initiation Date: TBD

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor:

_____ TOML

_____ MLR

_____ Project Lead/Contractor

Updated 17/06/01

Project Information

Program: Maintenance*Program Category:* Trailhead Maintenance*Project Name:* MLTS Trailhead Maintenance - TOML*TOML Activity Code:* 256*Contractor Code:* 107_03_MLTS_TH_Maint1718_TOML

Project Detail

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.*Efforts to Date:* Efforts previously embedded in MLTS Trailhead Maintenance budget.*Scope of Work 17/18:* Provide and maintain equipment and services as deemed necessary by Trails Coordinator.*TSMP Citation:* **M1:** Development of Coordinated Year Round Maintenance Plan*Deliverables 17/18:* Provide and maintain equipment and services as deemed necessary by the Trails Coordinator.*Project Time Frame:* TOML Fiscal Year 17/18*Project Lead:* TOML*Funding Source:* Measure R Funds*Council Approved Budget:* \$ 2,000.00*Budget Recommendation:* \$ 2,000.00

Leveraged Resources

Matching Funds (cash): None*In Kind Services/Donations:* None*Volunteer Hours:* None

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: **MLTS Trailhead Maintenance - TOML**

TOML Activity Code: **256**

Contractor Code: **107_03_MLTS_TH_Maint1718_TOML**

Project Initiation Date: **TBD**

Project Initiation Attest by

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

Project Acceptance Attest

MTC Committee + Project

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Stewardship**

Program Category: **Mammoth Trails**

Project Name: **Mammoth Trails**

TOML Activity Code: **272**

Contractor Code: **014_07_MT_OM_1718**

Project Detail

Project Description: Maintenance and convening of "Mammoth Trails", a confederation of outdoor recreation user groups and clubs that meets on as "as needed basis".

Efforts to Date: Founded by Charter in 2008; met regularly through 2012; has met on as needed basis from 2012 – 2017 to provide comment on a number of Agency planning efforts; convened and facilitated by MLTPA.

Scope of Work 17/18: At the direction of the Trails Coordinator, convene and maintain "Mammoth Trails", a confederation of outdoor recreation user groups and clubs. MLTS will host a Trail Building Workshop in Summer 2017.

TSMP Citation: **E7: NGO's / Mammoth Trails** - Support the development of non-governmental group to serve as a resource providing localized technical knowledge fostering trail-related stewardship.

"Mammoth Trails" meetings to be convened and facilitated as needed.

Deliverables 17/18: Host a free public Trail Workshop to educate interested individuals on trail design, construction, maintenance, planning, and process.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 7,500.00**

Budget Recommendation: **\$ 7,500.00**

Leveraged Resources

Matching Funds (cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Mammoth Trails**

TOML Activity Code: **272**

Contractor Code: **014_07_MT_OM_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Stewardship**

Program Category: **Adopt A Trail**

Project Name: **Adopt A Trail**

TOML Activity Code: **276**

Contractor Code: **041_03_AAT1718**

Project Detail

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 programs.

Efforts to Date: The Town maintained an Adopt A Trail Program prior to 2007. MLTS Signage and the MLTS Website have been constructed to allow for acknowledgement of Adopt A Trail participants, but no Adopt A Trail program has been in effect for several years.

2015/2016: A Program Proposal for the Adopt A Trail program has been drafted and reviewed by the MTC. Formal submission of the proposal to the USFS District Ranger by the Trails Coordinator is anticipated in the Summer of 2016.

2016/2017: Formal Adopt A Trail Program Proposal submitted to USFS.

Scope of Work 17/18: Trails Coordinator to research, review and establish efforts to date and provide analysis and recommendations to MTC for next steps and potential expenditure of funds.

TSMP Citation: Recommendation E6: Establish a Trail Patrol

Deliverables 17/18: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 1,500.00**

Budget Recommendation: **\$ 1,500.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Adopt A Trail**

TOML Activity Code: **276**

Contractor Code: **041_03_AAT1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Information

Program: **Marketing/Promotion**

Program Category: **Trail Maps / Guides**

Project Name: **Maps and Trail Guides - Development**

TOML Activity Code: **282**

Contractor Code: **103_03_MapsGuides1718**

Project Detail

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

Efforts to Date: Several iterations of a Winter Recreation/OSV map have been produced over the last several years. No summer map has been produced. The MLTS Brand Standards have been developed and adopted by the Town Council. Graphic, naming convention and cartographic standards have been developed and adopted/accepted by the Town of Mammoth Lakes and the Inyo National Forest. Update will be necessary from the Trails Coordinator and the Town of Mammoth Lakes.

Scope of Work 17/18: Trails Coordinator to research, review and establish efforts to date and provide analysis and recommendations to MTC for next steps and potential expenditure of funds.

TSMP Citation: G2: Updated Trail Maps: Provide updated trail maps for each season that cover the primary recreational opportunities available in the Mammoth Lakes area.

Deliverables 17/18: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds**

Council Approved Budget: **\$ 4,000.00**

Budget Recommendation: **\$ 4,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **Maps and Trail Guides - Development**

TOML Activity Code: **282**

Contractor Code: **103_03_MapsGuides1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Project Design**

Project Name: **SHARP – Trail Design - TOML**

TOML Activity Code: **212**

Contractor Code: **100_03_SHARP_DSGN_EA_1718_TOML**

Project Detail

Project Description: Project to provide support for consultants and hard-costs in relation to design of current phase of SHARP Environmental Analysis projects for MLTS such as USFS ID Team and flagging materials.

Efforts to Date: Previous efforts embedded in SHARP Design Phase 1 project.

Scope of Work 17/18: Provide consultants and materials as deemed necessary by Trails Coordinator.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 17/18: Provide consultants and materials as deemed necessary by Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 2,000.00**

Budget Recommendation: **\$ 2,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Design - TOML**

TOML Activity Code: **212**

Contractor Code: **100_03_SHARP_DSGN_EA_1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Design**

Program Category: **Project Design**

Project Name: **SHARP – Trail Design**

TOML Activity Code: **212**

Contractor Code: **100_04_SHARP_DSGN_EA_1718**

Project Detail

Project Description: On-the-ground design work and flagging of 29 SHARP area projects identified and proposed to USFS necessary for USFS and/or identified consultant to complete required NEPA/CEQA analysis.

Efforts to Date: Trail Alignment studies have been completed on select trails and proposed to USFS in May 2017.

Scope of Work 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **SS2:** Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Deliverables 17/18: Trails Coordinator to provide analysis and recommendations to MTC for consideration for next steps and potential expenditure of funds.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 13,000.00**

Budget Recommendation: **\$ 13,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Design**

TOML Activity Code: **212**

Contractor Code: **100_04_SHARP_DSGN_EA_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Updated 17/06/01

Project Information*Program:* **Implementation***Program Category:* **Environmental - Project***Project Name:* **SHARP Environmental - NEPA/CEQA - USFS/TOML***TOML Activity Code:* **223***Contractor Code:* **099_06_SHARP_EA_TOML1718****Project Detail***Project Description:* Preparation and drafting of environmental documents, both NEPA and CEQA, for the potential implementation of Sherwins Area Recreation Plan (SHARP) projects.*Efforts to Date:* **2011 - 2014:** Inyo National Forest (INF) progress on NEPA efforts to date are unclear, and will need to be confirmed by Town Manager. In a letter dated Jan. 28, 2015, and as the result of public meeting, the Town advised INF that the following SHARP projects had been prioritized as "SHARP Phase 1 Projects" and in the following order:

- #1 Borrow Pit Staging Area
- #6 MUP (paved and/or unpaved)
- #7 MUP Backbone Trail (paved and/or unpaved)
- #8 Mammoth Meadow Loop with winter grooming
- #13 Mammoth Rock Trail to Borrow Pit Staging Area
- #18 Mammoth Rock Trail to Meadow Loop Trail (realigned easterly as necessary)
- #11 both sides of Mammoth Creek

2015/2016: Town Council voted to "Authorize the Town Manager to sign consultant agreement(s) for up to \$125,000 for National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) work within the Sherwins Recreation Planning Area (SHARP) designated area."**2016/2017:** Trail Alignment studies for 29 identified projects in the SHARP area completed and proposed to USFS in May 2017.*Scope of Work 17/18:* NEPA and CEQA Environmental Analysis phase consistent with submitted SHARP Trail Alignment Studies to be completed by the USFS and/or consultant.*TSMP Citation:* **n/a***Deliverables 17/18:* Reporting to MTC on the status of NEPA/CEQA environmental efforts for SHARP Projects. Initiation and completion of NEPA/CEQA efforts for identified and prioritized SHARP projects.*Project Time Frame:* **TOML Fiscal Year 17/18***Project Lead:* **TOML***Funding Source:* **Measure R Funds - Capital***Council Approved Budget:* **\$100,000 NB: Up to \$125,000 committed from reserve accounts***Budget Recommendation:* **\$ 100,000.00**

Updated 17/06/01

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Updated 17/06/01

Initiation + Acceptance

Approved Project Name: **SHARP Environmental - NEPA/CEQA - USFS/TOML**

TOML Activity Code: **223**

Contractor Code: **099_06_SHARP_EA_TOML1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML	MLR	Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Environmental - Project**

Project Name: **SHARP Environmental - NEPA/CEQA**

TOML Activity Code: **223**

Contractor Code: **099_07_SHARP_EA_MLTPA1718**

Project Detail

Project Description: MLTPA staff to 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.

Efforts to Date: Efforts previously embedded in SHARP Environmental Phase 1 project.

Scope of Work 17/18: Tasks as assigned by Trails Coordinator in support of Scope of Work identified in project 099_06 including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Mtgs and Web Posting.

TSMP Citation: **n/a**

Deliverables 17/18: Tasks as assigned by Trails Coordinator in support of Scope of Work identified in project 099_06 including Research, Document Creation, Consultant Support, Public Outreach, Mammoth Trails Mtgs and Web Posting.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **MLTPA**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 5,000.00 NB: Up to \$125,000 committed from reserve accounts**

Budget Recommendation: **\$ 5,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **SHARP Environmental - NEPA/CEQA**

TOML Activity Code: **223**

Contractor Code: **099_07_SHARP_EA_MLTPA1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **SHARP – Trail Construction - TOML**

TOML Activity Code: **224**

Contractor Code: **071_03_SHARP_BLD1718_TOML**

Project Detail

Project Description: Project to provide hard-costs in relation to construction of soft surface trails and related infrastructure in the Sherwins Region as described in the Sherwins Area Recreation Plan (SHARP).

Efforts to Date: Capital Funds have been allocated for trail construction efforts in the Sherwins region.

2016/2017: Construction of SHARP ID #13 in June 2017 as part of USFS Categorical Exclusion.

Scope of Work 17/18: Construction of SHARP ID #18 to begin June 2017 as part of USFS Categorical Exclusion. Potential for additional SHARP ID #'s to be constructed in Spring 2018 after NEPA/CEQA Environmental Analysis.

Deliverables 17/18: Trails Coordinator to confirm fund balance of Capital Fund after construction is complete for SHARP #18 and make recommendations to MTC for future allocations.

TSMP Citation: SS2: Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 60,000.00**

Budget Recommendation: **\$ 60,000.00**

Leveraged Resources

Matching Funds (Cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Construction - TOML**

TOML Activity Code: **224**

Contractor Code: **071_03_SHARP_BLD1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Updated 17/06/01

Project Information

Program: **Implementation***Program Category:* **Implementation / Construction***Project Name:* **SHARP – Trail Construction***TOML Activity Code:* **224***Contractor Code:* **071_04_SHARP_BLD1718**

Project Detail

Project Description: Project support for staffing needs for SHARP Trail Construction as determined by Trails Coordinator.*Efforts to Date:* No efforts to date.*Scope of Work 17/18:* Trails coordinator to determine additional staffing needs.*Deliverables 17/18:* Support staffing needs for SHARP Trail Construction as determined by Trails Coordinator.*TSMP Citation:* SS2: Summer Soft-Surface Trails outside the UGB. Develop new soft-surface trails outside the UGB in the Shady Rest, Knolls and Sherwin areas.*Project Time Frame:* **TOML Fiscal Year 17/18***Project Lead:* **MLTPA***Funding Source:* **Measure R Funds - Capital***Council Approved Budget:* **\$ 10,000.00***Budget Recommendation:* **\$ 10,000.00**

Leveraged Resources

Matching Funds (Cash): **None***In Kind Services/Donations:* **None***Volunteer Hours:* **None**

Initiation + Acceptance

Approved Project Name: **SHARP – Trail Construction**

TOML Activity Code: **224**

Contractor Code: **071_04_SHARP_BLD1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____
TOML MLR Project Lead/Contractor

Project Information

Program: **Implementation**

Program Category: **Implementation / Construction**

Project Name: **Signage and Wayfinding – Map Updates & Repair - TOML**

TOML Activity Code: **224**

Contractor Code: **052_05_MapUpdate_TOML1718**

Project Detail

Project Description: Project to provide "hard-costs" in relation Signage and Wayfinding - Map Updates and Repair for the MLTS such as new signage or maps, integration of updated signage or maps, new or replacement hardware.

Efforts to Date: **2014/2015:** TOML Adopts updated Public Works Standards Manual, including Section 600 "Trail and Trail Signage Standards". No updates to MLTS Signage and Wayfinding Maps have been undertaken since initial phases of install completed in 2012.

2015/2016: Signs constructed for Sherwins Egress Program. Key Agreements process initiated with Public Works. Messaging created for College Connector Path signage.

2016/2017: Sign/map fabrication and installation for Library College Connector Path and Lake George Path.

Scope of Work 17/18: Trails Coordinator to track opportunities, research and review efforts to date, and provide analysis and recommendations to MTC for next steps and potential expenditure of funds as appropriate.

TSMP Citation: **G3: Uniform Trail Signage** General consistency for signage along multi-use paths and soft-surface trails.

Deliverables 17/18: **Task #1:** Installation of signs for the Library College Connector Path.

Task #2: Redesign and fabrication of Sherwins Winter Signs.

Task #3: Installation of Lake George Path signs.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 20,000.00**

Budget Recommendation: **\$ 20,000.00**

Leveraged Resources

Matching Funds (Cash): **TBD**

In Kind Services/Donations: **TBD**

Volunteer Hours: **TBD**

Initiation + Acceptance

Approved Project Name: **Signage and Wayfinding – Map Updates & Repair - TOML**

TOML Activity Code: **224**

Contractor Code: **052_05_MapUpdate_TOML1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

_____	_____	_____
TOML	MLR	Project Lead/Contractor

Project Information

Program: **Maintenance**

Program Category: **Equip. Purchase / Maint.**

Project Name: **MLTS Tool Library - TOML**

TOML Activity Code: **257**

Contractor Code: **111_01_MLTS_ToolLib_1718_TOML**

Project Detail

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

Efforts to Date: Previous efforts embedded in Soft Surface Trail Maintenance.

Scope of Work 17/18: Purchase of tools as deemed necessary by Trails Coordinator.

TSMP Citation: **Recommendation M1:** Development of Coordinated Year-Round Maintenance Plan

Deliverables 17/18: Purchase of tools as deemed necessary by Trails Coordinator.

Project Time Frame: **TOML Fiscal Year 17/18**

Project Lead: **TOML**

Funding Source: **Measure R Funds - Capital**

Council Approved Budget: **\$ 8,000.00**

Budget Recommendation: **\$ 8,000.00**

Leveraged Resources

Matching Funds (cash): **None**

In Kind Services/Donations: **None**

Volunteer Hours: **None**

Initiation + Acceptance

Approved Project Name: **MLTS Tool Library - TOML**

TOML Activity Code: **257**

Contractor Code: **111_01_MLTS_ToolLib_1718_TOML**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project**

Lead/Contractor: _____

TOML

MLR

Project Lead/Contractor

Updated 17/06/01

Project Information

Program: **Maintenance***Program Category:* **Equip. Purchase / Maint.***Project Name:* **MLTS Tool Library***TOML Activity Code:* **257***Contractor Code:* **111_02_MLTS_ToolLib_1718**

Project Detail

Project Description: Provide staffing support to manage and maintain MLTA Tool Library and*Efforts to Date:* Previous efforts embedded in Soft Surface Trail Maintenance project.*Scope of Work 17/18:* Provide staffing support to manage and maintain Tool Library inventory.*TSMF Citation:* **Recommendation M1:** Development of Coordinated Year-Round Maintenance Plan*Deliverables 17/18:* Identify and mark new tools with MLTS ID#, maintain current inventory log and report any damaged tools.*Project Time Frame:* **TOML Fiscal Year 17/18***Project Lead:* **MLTPA***Funding Source:* **Measure R Funds - Capital***Council Approved Budget:* **\$ 2,000.00***Budget Recommendation:* **\$ 2,000.00**

Leveraged Resources

Matching Funds (cash): **None***In Kind Services/Donations:* **None***Volunteer Hours:* **None**

Initiation + Acceptance

Approved Project Name: **MLTS Tool Library**

TOML Activity Code: **257**

Contractor Code: **111_02_MLTS_ToolLib_1718**

Project Initiation Date: **TBD**

**Project Initiation Attest by
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest
MTC Committee + Project
Lead/Contractor:**

TOML

MLR

Project Lead/Contractor