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## MAMMOTH TRAILS COMMITTEE MEETING Thursday, June 16, 2016 @ 3pm

Mammoth Lakes Tourism Conference Room  
2520 Main Street, Mammoth Lakes, California

[www.mammothlakesrecreation.org](http://www.mammothlakesrecreation.org)

[www.mammothtrails.org](http://www.mammothtrails.org)

Mammoth Trails 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.

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 President to a speaking time of five minutes.

### ROLL CALL

Committee Members: Alan Jacoby, Mark Brownlie, Dan Holler, David Page, Danna Stroud

### PUBLIC COMMENT (On items not on the Agenda)

### ADMINISTRATIVE ITEMS

1. Approval of the Agenda
2. Approval of the meeting minutes for 05.12.16
  - a. **Attachment #1**
3. Approval of Project Initiation Sheets for 2016/17
  - a. **Attachment #2**

### COMMITTEE MEMBER REPORTS

### REQUEST FOR FUTURE AGENDA ITEMS

### ADJOURNMENT

To the next meeting of the Mammoth Trails Committee which will occur on July 14, 2016, at 3pm. 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 this 9th day of June, 2016.

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Rich Boccia, MLR Executive Director



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**May 12, 2016, Mammoth Trails Committee Meeting Minutes  
Mammoth Lakes Tourism and Recreation Conference Room,  
2520 Main St, Mammoth Lakes, CA 93546**

**ROLL CALL**

Chair Stroud called the meeting to order at 3:03 p.m. at the Mammoth Lakes Tourism and Recreation Conference Room, 2520 Main St, Mammoth Lakes, CA 93546. Present: Dan Holler, David Page, and Danna Stroud Absent: Mark Brownlie and Alan Jacoby

**PUBLIC COMMENT**

Joel Rathje mentioned attending Sunrise Rotary meeting and they wanted to comment on trails: Jay Deinken spoke on behalf of Sunrise Rotary as well as hard surface or paved non-motorized connectors from Mammoth Creek Park East to the Borrow Pit and then to Tamarack Street trailhead. They mentioned that Hayden Cabin Historical Society also supports the building of these trails.

**ADMINISTRATIVE ITEMS**

1. Approval of the Agenda: approved.
2. Approval of minutes from 4/14/2016: Motion to approve the minutes (M Page, S Dutton, 3-0)
  - a. Change trials to trails (section referencing the award)
  - b. Bring back March 24 minutes
3. Signage and Wayfinding: Rathje noted that the Forest Service requested their logo on the sign, which will be placed on the front of the sign.
  - a. Discussion regarding the QR code location
  - b. Consensus is to place the QR code on the left side, the Trails System logo and FS shield on the front, nothing on the back or right side.
  - c. Question is there is any money that comes with the Forest Service shield being placed on the sign
4. Summer of Stewardship: Trails Days 2016
  - a. Review of the different trail days set up for the summer: June 4, August 13 and September 17, with the announcement of the Trail Maintenance Program during the June 4
  - b. Stroud asked about how to engage the community who may be searching for an activity to participate in to balance out the decrease in Stewardship days.
  - c. Create Facebook event about the June 4 trails days
  - d. July 4 Trails group to create a "float" with tools, dog poop bags, etc.
    - i. MLR is the one entering, as they are a member of the Chamber
  - e. Sept 17: kick off for Water Shed Protection week.
    - i. Other activities to plan during that week
  - f. SOS days t-shirts designed and in process
5. Soft Surface Trail Maintenance Program:



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Mammoth Lakes Tourism and Recreation Conference Room,  
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- a. Rathje updated the MTC that they are waiting for final approval pass from Forest Service. Edits to document based on FS feedback. Protocol will be frequent communication with FS.
- b. Question about what will happen if approval happens later than anticipated: schedule will be adjusted, may not necessarily mean that all the work will not be completed.
- c. Joel will be acquiring a van.
6. National Forest Foundation grant: applying for trail maintenance (sustainability, polishing the trail system). Discussion on grant specifics.
7. Adopt-A-Trail:
  - a. A look at the signage/design:
    - i. Stroud mentioned that design appears cluttered, need for fewer trees (so they stand out).
    - ii. Rathje reviewed the other ATA programs that exist on FS land, and are run by either Town or non-profits.
    - iii. Any other aspects of the program that need to be reviewed by the Forest Service? – Just recognition of the program and ability to do it.
    - iv. Website: add in section that references where this money is going, and similar programs that exist.
    - v. Phase 1: multi-use pathways
    - vi. Request for an update when the process is finalized.
    - vii. Live page will go down, and pdf will be linked to the MTC packet for today's meeting
8. Trails News Blog update:
  - a. Will begin using it late this week.
  - b. Could the Trails News be linked on the MLT/Visit Mammoth website: There is going to be a conversation about the integration of the two pages; MLT is presenting their page to TC on the 18<sup>th</sup>, MTC is able to voice opinion then, MLR will be part of the aforementioned meeting
  - c. Is it possible to extend the link on the homepage (placed all the way across the "Weather")?
  - d. Add Photo caption: photo credit and location, and hyperlink to location
9. Mechanical Trail Counters:
  - a. Past data review
  - b. Can the counter differentiate between bikers and hikers
  - c. What are the uses of the count?: Grant opportunities, maintenance projections, public transit hubs,
  - d. Sign at Kelly Rd., suggested placement for a counter.
    - i. tunnel at Bridges
    - ii. Base of uptown downtown



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- iii. Borrow pit used to have a counter
  - e. Last time MLTPA had counters out was several years ago. Potential to have their counters donated
10. SHARP NEPA:
- a. May 18 Town Council motion will be for signing of agreements NEPA/CEQA work. Allows the Town Manager to move ahead, use a consultant, partner with FS to get the work done.
    - i. RFQ specify work has been done on FS trails system.
  - b. Questions were asked to the Town Manager:
    - i. Big area that NEPA is being looked at, smaller map of priority trails and full human impact of area.
      - 1. "Phasing in" areas to move forward quickly (gain momentum), so work that can be done next year is not hindered on complications stemming from one area. Also ensuring the overall picture of NEPA work is being looked at
      - 2. Good response from the District Ranger
    - ii. Forest Service spent \$18k at this time
    - iii. Bring forward as a public item is supported by TC John Wentworth
    - iv. Post of Facebook or notify the public that was involved in the discussion last year, about this item being presented to TC
    - v. All based on the SHARP document
    - vi. Coming out of the 2015/16 budget
11. Bike Month:
- a. Motion to send a resolution to TC to consider proclamation of May as National Bike Month and Bike to Work Week (M Page, S Holler, 3-0)
12. Future Agenda Items:
- a. Discussion about the schedule of meetings. Making sure that Joel has the ability to focus on his on the ground maintenance.
  - b. June meeting will require some action items
    - i. Several committee members expressed staying away from "update" meetings.
      - 1. Chair mentioned that at this time she is not comfortable stepping away from a monthly meeting schedule, but that may be an option in the future.
    - ii. Joel says the idea of less meetings is appealing, but meetings that "set the stage" are welcomed.

### **COMMITTEE REPORTS**

- Dan Holler mentioned Joel's new van
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**May 12, 2016, Mammoth Trails Committee Meeting Minutes  
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- Stroud mentioned that she attended a CalTrans meeting, Encourages everyone to visit "California Bike and Ped program" and take the survey
- June is "Get Outdoors Month"
- Joint meeting with Town and Board of Supervisors occurring, regarding Forest Service revision, and work that has been done on joint work for Devils Postpile Access and other topics outside of recreation

**REQUEST FOR FUTURE AGENDA ITEMS**

- As mentioned above

**ADJOURNMENT**

There being no further business to come before the Mammoth Trails Committee, the meeting was adjourned at 5:16 p.m.

Respectfully submitted,

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Lesley-Anne Hoxie  
Executive Assistant  
Mammoth Lakes Recreation

**MLTS 2016/2017 Master Budget - One Sheet**

Updated 160527

<b>Count</b>	<b>Project Name</b>	<b>Contractor Code</b>	<b>Proj. Lead</b>	<b>Init. Date</b>
2	SHARP – Trail Design	100_02_SHARP_DESIGN_P1_1617	TOML	TBD
6	SHARP Environmental - NEPA/CEQA	099_04_SHARP_ENVIRO_P1_1617	TOML	TBD
7	SHARP – Trail Construction Fund	071_02_SHARP_BLD1617	TOML	TBD
9	Soft Surface Signage Implementation	075_04_SoftSurf1617	TOML	TBD
10	TOML Staff Time for MLTS Projects Support	091_03_TOMLSupport_1617	TOML	TBD
11	MLTS Trails Coordinator + Support	092_04_MLTS_TC_1617	TOML	TBD
16	MLTS Website – TOML Tech Support	088_04_MT_WebTML_1617	TOML	TBD
21	MLTS Winter Mobility Program	102_03_WintMob1617	TOML	TBD
24	Soft Surface Trail Maintenance Program	105_02_SoftSurfMaint1617	TOML	TBD
25	MLTS – Winter Grooming	102_04_WintGroom1617	TOML	TBD
1	Inyo Craters Shady Rest Planning	070_03_SRIC1617	MLTPA	TBD
3	SHARP - Trail Alignment Studies	051_04_TTC1617	MLTPA	TBD
4	LABSS - Trail Alignment Studies	097_02_LABSS_TTC1617	MLTPA	TBD
5	Sherwins – Winter Access/Egress	053_05_ShwEgr1617	MLTPA	TBD
8	Signage and Wayfinding – Map Updates & Repair	052_03_MapUpdate1617	MLTPA	TBD
12	Project Management Support	106_02_MLTSPM_1617	MLTPA	TBD
13	MLTS Action Plan + Annual Budget	094_03_MLTS_ACT_BUD_1617	MLTPA	TBD
14	MLTS Communications	031_03_MLTS_COMM1617	MLTPA	TBD
15	MLTS Website Operations and Maintenance	088_05_MT_WebMgt_1617	MLTPA	TBD
17	MLTS Website – Content Development	098_02_MT_WebCon_1617	MLTPA	TBD
18	MLTS Data Library	029_02_Data_OM_1617	MLTPA	TBD
19	MLTS Interpretive Program	061_01_MLTS_ISP1617	MLTPA	TBD
20	MLTS Photo and Image Library	069_06_Photo_OM_1617	MLTPA	TBD
23	MLTS Trail Days - MLTPA	108_SOS1617_MLTPA	MLTPA	TBD
26	MLTS Trailhead Maintenance	107_01_MLTS_TH_Maint1617	MLTPA	TBD
27	Mammoth Trails	014_06_MT_OM_1617	MLTPA	TBD
28	Adopt A Trail	041_02_AAT1617	MLTPA	TBD
29	Printed Maps and Trail Guides	103_02_MapsGuides1617	MLTPA	TBD
22	MLTS Trail Days - FOI	109_SOS1617_FOI	FOI	TBD

**MLTS 2016/2017 Master Budget - Top Sheet**  
**For MTC Project Initiation - Updated 160527**

									Indicates Proposed Funds Subtracted
									Indicates Proposed Funds Added
									Indicates No Data Available
Program Area	TOML Activity Code	Contractor Code	Project Name	Proj. Lead	Init. Date	Total Budget for 16/17 per TC Adopted Budget	INITIATION IN	INITIATION OUT	INITIATION TOTAL
							MTC IN	MTC OUT	MTC TOTAL
<b>Planning</b>									
Collaborative Processes	202	070_03_SRIC1617	Inyo Craters Shady Rest Planning	MLTPA	TBD	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
<b>Design</b>						<b>Total Planning = \$ 20,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>
Project Design	212	100_02_SHARP_DESIGN_P1_1617	SHARP – Trail Design	TOML	TBD	Construct Reserve	\$ -	\$ -	\$ -
Trail Alignment Studies	213	051_04_TTC1617	SHARP - Trail Alignment Studies	MLTPA	TBD	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
	213	097_02_LABSS_TTC1617	LABSS - Trail Alignment Studies	MLTPA	TBD	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
<b>Implementation</b>						<b>Total Design = \$ 7,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>
Easement/ Access Neg.	222	053_05_ShwEgr1617	Sherwins – Winter Access/Egress	MLTPA	TBD	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
	223	099_04_SHARP_ENVIRO_P1_1617	SHARP Environmental - NEPA/CEQA	TOML	TBD	Enviro Reserve	\$ -	\$ -	\$ -
	224	071_02_SHARP_BLD1617	SHARP – Trail Construction Fund	TOML	TBD	Construct Reserve	\$ -	\$ -	\$ -
	224	052_03_MapUpdate1617	Signage and Wayfinding – Map Updates & Repair	MLTPA	TBD	Construct Reserve	\$ -	\$ -	\$ -
	224	075_04_SoftSurf1617	Soft Surface Signage Implementation	TOML	TBD	Construct Reserve	\$ -	\$ -	\$ -
<b>Operations</b>						<b>Total Implement= \$ 1,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>
Governance	232	091_03_TOMLSupport_1617	TOML Staff Time for MLTS Projects Support	TOML	TBD	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
	232	092_04_MLTS_TC_1617	MLTS Trails Coordinator + Support	TOML	TBD	\$ 112,698.75	\$ -	\$ -	\$ 112,698.75
	232	106_02_MLTSMPM_1617	Project Management Support	MLTPA	TBD	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
	232	094_03_MLTS_ACT_BUD_1617	MLTS Action Plan + Annual Budget	MLTPA	TBD	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	233	031_03_MLTS_COMM1617	MLTS Communications	MLTPA	TBD	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Website	235	088_05_MT_WebMgt_1617	MLTS Website Operations and Maintenance	MLTPA	TBD	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
	235	088_04_MT_WebTML_1617	MLTS Website – TOML Tech Support	TOML	TBD	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	235	098_02_MT_WebCon_1617	MLTS Website – Content Development	MLTPA	TBD	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Information Systems	236	029_02_Data_OM_1617	MLTS Data Library	MLTPA	TBD	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Interpretive	237	061_01_MLTS_ISP1617	MLTS Interpretive Program	MLTPA	TBD	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Image Library	240	069_06_Photo_OM_1617	MLTS Photo and Image Library	MLTPA	TBD	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
<b>Maintenance</b>						<b>Total Operations = \$ 170,698.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,698.75</b>
MUP Maintenance	251	102_03_WintMob1617	MLTS Winter Mobility Program	TOML	TBD	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Soft Surface Trail Maint.	252	109_SOS1617_FOI	MLTS Trail Days - FOI	FOI	TBD	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
	252	108_SOS1617_MLTPA	MLTS Trail Days - MLTPA	MLTPA	TBD	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
	252	105_02_SoftSurfMaint1617	Soft Surface Trail Maintenance Program	TOML	TBD	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
Nordic Trail Maint.	254	102_04_WintGroom1617	MLTS – Winter Grooming	TOML	TBD	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Trailhead Maintenance	256	107_01_MLTS_TH_Maint1617	MLTS Trailhead Maintenance	MLTPA	TBD	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
<b>Stewardship</b>						<b>Total Maintenance = \$ 91,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,000.00</b>
Mammoth Trails	272	014_06_MT_OM_1617	Mammoth Trails	MLTPA	TBD	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Adopt A Trail	276	041_02_AAT1617	Adopt A Trail	MLTPA	TBD	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
<b>Marketing/Promotion</b>						<b>Total Stewardship = \$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>
Trail Maps / Guides	282	103_02_MapsGuides1617	Printed Maps and Trail Guides	MLTPA	TBD	\$ 5,301.25	\$ -	\$ -	\$ 5,301.25
						<b>Ttl Mrktg &amp; Promo = \$ 5,301.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,301.25</b>
						<b>Totals = \$ 300,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000.00</b>
						<b>Reserve Funds</b>			
						Trail Facilities Environmental Analysis	\$ 125,000.00		
						Trails Facilities Construction	\$ 140,000.00		
						True Up from FY 15/16	TBD		
						<b>Total Reserve Funds = \$ 265,000.00</b>			

### Project Information

*Program:* **Planning**

*Program Category:* **Collaborative Processes**

*Project Name:* **Inyo Craters Shady Rest Planning**

*TOML Activity Code:* **202**

*Contractor Code:* **070\_03\_SRIC1617**

### 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.

*Scope of Work 16/17:* 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.

*Deliverables 16/17:* 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 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

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

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

### Leveraged Resources

*Matching Funds (Cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**



**Initiation + Acceptance**

*Approved Project Name:* **Inyo Craters Shady Rest Planning**

*TOML Activity Code:* **202**

*Contractor Code:* **070\_03\_SRIC1617**

*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\_02\_SHARP\_DESIGN\_P1\_1617**

### Project Detail

*Project Description:* Engineering and design efforts necessary to produce construction drawings and related documents for public bidding of identified projects and project construction.

*Efforts to Date:* Trail Alignment studies have been completed on select trails. NEPA Environmental Analysis is in progress for Phase 1 Trails as recommended by public process.

*Scope of Work 16/17:* 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 16/17:* 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 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **Construct Reserve**

*Budget Recommendation:* **Construct Reserve**

### 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\_02\_SHARP\_DESIGN\_P1\_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:* **Design**

*Program Category:* **Trail Alignment Studies**

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

*TOML Activity Code:* **213**

*Contractor Code:* **051\_04\_TTC1617**

### 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.

*Scope of Work 16/17:* Initiate and complete additional SHARP 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 in the Shady Rest, Knolls and Sherwin areas.

*Deliverables 16/17:* SHARP Trail Alignment Studies as completed. Written Report to MTC.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 3,750.00**

*Budget Recommendation:* **\$ 3,750.00**

### 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\_04\_TTC1617**

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:* **Design**

*Program Category:* **Trail Alignment Studies**

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

*TOML Activity Code:* **213**

*Contractor Code:* **097\_02\_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 and 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 16/17:* 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 16/17:* LABSS Trail Alignment Studies as completed. Written Progress Report to MTC.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 3,750.00**

*Budget Recommendation:* **\$ 3,750.00**

### 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\_02\_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\_05\_ShwEgr1617**

### 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 Borrow Pit, Mill City, and Lakes Basin Public Access Corridor.

*Scope of Work 16/17:* Maintenance of winter signage and outreach campaign advising the public on legal access and egress routing from the Sherwins potentially including egress only across Snowcreek Golf Course to the Ranch Road public easement; 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 16/17:* 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 16/17**

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

TOML Activity Code: **222**

Contractor Code: **053\_05\_ShwEgr1617**

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\_04\_SHARP\_ENVIRO\_P1\_1617**

### 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 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 - May 16:** 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 CEQA work within the SHARP designated area."

*Scope of Work 16/17:* Joint NEPA and CEQA analysis of identified projects from the Sherwins Area Recreation Plan (SHARP) to potentially be undertaken and completed by a third party consultant under contract to the Town of Mammoth Lakes.

*TSMP Citation:* **n/a**

*Deliverables 16/17:* Reporting to MTC on the status of INF NEPA efforts for SHARP Projects. Initiation of public NEPA process for identified and prioritized SHARP projects.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds - Reserve for Environmental Analysis**

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

Budget Recommendation: **Enviro Reserve**

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\_04\_SHARP\_ENVIRO\_P1\_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:* **Implementation**

*Program Category:* **Implementation / Construction**

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

*TOML Activity Code:* **224**

*Contractor Code:* **071\_02\_SHARP\_BLD1617**

### Project Detail

*Project Description:* Construction of soft surface trails and related infrastructure in the Sherwins Region as described in the Sherwins Area Recreation Plan (SHARP).

*Efforts to Date:* Reserve Funds have been set aside for trail construction efforts in the Sherwins region.

*Scope of Work 16/17:* 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.

*Deliverables 16/17:* Trails Coordinator to confirm fund balance of the “Trail Facilities Construction Fund” 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  
16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **Construct Reserve**

*Budget Recommendation:* **Construct Reserve**

### Leveraged Resources

*Matching Funds (Cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

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

*TOML Activity Code:* **224**

*Contractor Code:* **071\_02\_SHARP\_BLD1617**

*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 Activity Code:* **224**

*Contractor Code:* **052\_03\_MapUpdate1617**

### 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.

*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.

*Scope of Work 16/17:* 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 16/17:* 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.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **Construct Reserve**

*Budget Recommendation:* **Construct Reserve**

### 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\_03\_MapUpdate1617**

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/ Construct**

*Project Name:* **Soft Surface Signage Implementation**

*TOML Activity Code:* **224**

*Contractor Code:* **075\_04\_SoftSurf1617**

### Project Detail

*Project Description:* Fabrication and installation of MLTS Soft Surface Trail Signage per design specs as recommended by the MTC and approved and accepted by the Town and documented in the Town's Public Works Manual.

*Efforts to Date:* On an ad hoc basis, "temporary" soft surface trail signage has been installed on the MLTS as part of Summer of Stewardship Trail Day events. To date, there has been no standardization of soft surface trail signage for the MLTS other than USFS specs and design guidelines. **2015:** Design Intent drafted and reviewed by MTC for Soft Surface Signage Program and Phase 1 installation approved by District Ranger. Installation of Phase 1 scheduled for June 4, 2016

*Scope of Work 16/17:* 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 from reserve accounts as appropriate.

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

*Deliverables 16/17:* To be further identified per scope of work and recommendations of MTC.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **Construct Reserve**

*Budget Recommendation:* **Construct Reserve**

### Leveraged Resources

*Matching Funds (cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

*Approved Project Name:* **Soft Surface Signage Implementation**

*TOML Activity Code:* **224**

*Contractor Code:* **075\_04\_SoftSurf1617**

*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:* **TOML Staff Time for MLTS Projects Support**

*TOML Activity Code:* **232**

*Contractor Code:* **091\_03\_TOMLSupport\_1617**

**Project Detail**

*Project Description:* Use of Measure R funds to compensate efforts of TOML staff in relation to MLTS projects.

*Efforts to Date:* **2011 - 2014:** Convening and staff support for the MLTS Coordinating Committee (MLTS CC). The MLTS CC was disbanded in 2014.  
**2015:** Efforts to be documented at final reconciliation at end of Fiscal Year.

*Scope of Work 16/17:* Compensation to the Town for efforts of its staff on behalf of the MLTS and associated projects staff as identified and approved by the Town manager.

*TSMP Citation:* **Varies by MLTS Project**

*Deliverables 16/17:* **TBD**

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 3,500.00**

*Budget Recommendation:* **\$ 3,500.00**

**Leveraged Resources**

*Matching Funds (Cash):* **TBD**

*In Kind Services/Donations:* **TBD**

*Volunteer Hours:* **TBD**

**Initiation + Acceptance**

*Approved Project Name:* TOML Staff Time for MLTS Projects Support

*TOML Activity Code:* 232

*Contractor Code:* 091\_03\_TOMLSupport\_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:* **Governance**

*Project Name:* **MLTS Trails Coordinator + Support**

*TOML Activity Code:* **232**

*Contractor Code:* **092\_04\_MLTS\_TC\_1617**

**Project Detail**

*Project Description:* Services of a full time Trails Coordinator to be employed by the Town of Mammoth Lakes to coordinate and implement the MLTS program. Project includes support for related contractual efforts.

*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 16/17:* 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 16/17:</i>	<b>1) Trails Coordinator: - TOML All In</b>	<b>\$</b>	<b>106,100.00</b>
	<b>2) Trails Coordination – Indirect Costs - Not To Exceed</b>	<b>\$</b>	<b>6,598.75</b>
	<b>Total Measure R Funds =</b>	<b>\$</b>	<b>112,698.75</b>
	<b>Additional General Fund Contribution =</b>		<b>\$28,500</b>

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 112,698.75**

*Budget Recommendation:* **\$ 112,698.75**

**Leveraged Resources**

<i>Matching Funds (Cash):</i>	<b>\$ 8,100.00</b>	<b>MLTS Office Rental for FY 16/17 - MLTPA</b>
	<b>\$ 3,870.00</b>	<b>Email Communications via Hubspot - MLTPA</b>
	<b>\$ 3,030.00</b>	<b>Cash funds available for MLTS Projects from MLTPA</b>
	<b>\$ 28,500.00</b>	<b>General Funds for Trails Coordinator Salary - TOML</b>

*In Kind Services/Donations:*

**(Value TBD) TOML Vehicle for Trails Coordinator**

*Volunteer Hours:*

**Initiation + Acceptance**

*Approved Project Name:* **MLTS Trails Coordinator + Support**

*TOML Activity Code:* **232**

*Contractor Code:* **092\_04\_MLTS\_TC\_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:* **Governance**

*Project Name:* **Project Management Support**

*TOML Activity Code:* **232**

*Contractor Code:* **106\_02\_MLTSPM\_1617**

### 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 2014 meeting, the MTC initiated a new project to provide Project Management support to the Trails Coordinator.

*Scope of Work 16/17:* 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

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

*Deliverables 16/17:* 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 16/17**

*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\_02\_MLTSPM\_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:* **Governance**

*Project Name:* **MLTS Action Plan + Annual Budget**

*TOML Activity Code:* **232**

*Contractor Code:* **094\_03\_MLTS\_ACT\_BUD\_1617**

### Project Detail

*Project Description:* Budgeting and creation of an "MLTS Action Plan" for 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 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.

*Scope of Work 16/17:* 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 16/17:* Inventory of TSMP recommended projects to date that are either completed and/or "in progress" for MTC review. Integrate with TOML CIP as appropriate.

Inventory of new TSMP and other MLTS projects for consideration and review by MTC.

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 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 1,000.00**

*Budget Recommendation:* **\$ 1,000.00**

**Leveraged Resources**

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

**Initiation + Acceptance**

Approved Project Name: **MLTS Action Plan + Annual 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\_03\_MLTS\_COMM1617**

### 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 16/17:* 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 16/17:* To be further identified per scope of work and recommendations of MTC.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 2,500.00**

*Budget Recommendation:* **\$ 2,500.00**

### Leveraged Resources

*Matching Funds (cash):* **MLTPA Cash Contributions for MLTPA Web Hosting and Hubspot**

*In Kind Services/Donations:* **MLTPA Communications Platforms - Hubspot + Website**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

Approved Project Name: **MLTS Communications**

TOML Activity Code: **233**

Contractor Code: **031\_03\_MLTS\_COMM1617**

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 Operations and Maintenance**

*TOML Activity Code:* **235**

*Contractor Code:* **088\_05\_MT\_WebMgt\_1617**

### 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.

*Scope of Work 16/17:* Please see "MLTS Website Scope of Work" - updated July 12, 2015 - Attached.

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

*Deliverables 16/17:* **Please see "MLTS Website Scope of Work" - updated July 12, 2015 - Attached.**

*Project Time Frame:* **TOML Fiscal Year 16/17**

*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:* MLTS Website Operations and Maintenance

*TOML Activity Code:* 235

*Contractor Code:* 088\_05\_MT\_WebMgt\_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

08/11/15

**MLTS Website Operations and Maintenance**  
**“MLTS Website Scope of Work”**  
**Updated July 17, 2015**

**Program**

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**”.

1. MLTS Webmaster (designated by Consultant)
  - a. Name: **Nicole Montano**
  - b. Position: **Webmaster**
  - c. Email **nicolemontano@mltpa.org**
  - d. Telephone Contact: **760-709-0694**

**Content Management System (CMS) and Backend Access**

The Town and the Consultant mutually agree that in the interests of the fundamental security, technical integrity, and reliability of the content of the MLTS Website, an efficient and accountable program must be maintained for the granting of access to the MLTS Website Content Management System (CMS) as well as to Backend Access to the MLTS Website, including administrative access to the hosting service for the MLTS Website, which is currently provided by Webfaction. To this end, the Town identifies its single authorized holder of “Superuser” and Backend Access status to the MLTS Website:

1. Town of Mammoth Lakes “Superuser” and Backend access Contact.
  - a. Name: **(to be assigned)**
  - b. Position: **(to be assigned)**
  - c. Email Address **(to be assigned)**
  - d. Telephone Contact **(to be assigned)**

Upon execution of this agreement, the Town’s single authorized holder of “Superuser” and Backend Access status shall assign to the Consultant’s designated Webmaster “Superuser” and Backend access to the MLTS Website including administrative access to the hosting service for the MLTS Website, currently Webfaction. The Town’s authorized Contact and the MLTS Webmaster shall agree on a program to maintain reliable communications, including communications outside of regular business hours, in order to maintain the security, technical integrity, and reliability of the content of the MLTS Website. Consultant acknowledges that “Superuser” status and/or Backend Access to the MLTS Website may be withheld by the Town at any time. However, should the Consultant’s designated Webmaster be denied access to “Superuser” status and/or Backend Access to the MLTS Website without reasonable notice and rationale, the provisions of the Contingency program of this agreement shall be initiated. Should the situation not be resolved within 72 hours, this agreement may be terminated by the Consultant for cause.



## **Webmaster – Content Management System (CMS) and Permissions Management**

Once “Superuser” access has been assigned to the MLTS Webmaster, the MLTS Webmaster is responsible for the assigning of all access and appropriate levels of permission to the MLTS Website CMS including denying access or terminating access to users. In no event shall the MLTS Webmaster deny the Town its “Superuser” or Backend Access. The MLTS Webmaster shall maintain and keep current an “off-line” inventory of all users with access to the MLTS Website CMS and Backend Access, which shall be available to the Town at the Town’s request.

## **Webmaster – Maintenance of Technical Integrity of mammothtrails.org Web Platform**

Through the assignment of access and appropriate levels of permission to the MLTS Website CMS and Backend, including denying access or terminating access to users, the MLTS Webmaster is responsible for the technical integrity of the MLTS Website. All requests for access to the MLTS Website CMS or Backend for the purposes of security management, general maintenance, software and hardware updating, 3rd party platform integration, content updating including the review of draft content for approval by partner agencies, or any other requests for access that may effect the technical integrity of the MLTS Website, must be approved the MLTS Webmaster.

## **Webmaster – Daily Operations**

Deliverables associated with the regular daily operations of the MLTS Website include:

1. Coordination and posting of Activity/Trail/Destination/Summer of Stewardship (SOS)/Event updates
2. Coordination and posting of Activity/Trail/Destination Alerts
3. Responses to reviews and general inquiries from the public, either directly or by forwarding to the appropriate TOML or USFS contacts
4. Coordination of technical and content issues
5. Coordination of information
6. Gathering of community and public land information relevant to the MLTS, to the extent determined by the TOML.
7. Assistance to interested third parties with mammothtrails.org linking opportunities
8. Monitoring of QR Code Program, both Wayfinding and Interpretive as it relates to the featured landing page, and any third party advertising displayed on the users smartphone.
9. Monitoring and distribution of site analytics - Google and Share This, with direction from TOML.
10. Promotion of MLTS Website and brand as determined by TOML
11. Coordination of the MLTS Website Calendar for seasonal transitions and content updates.

## **Webmaster – Seasonal Transitions**

The MLTS Website is designed to accommodate representations of seasonal recreation opportunities in Mammoth Lakes and the surrounding national forest lands. Deliverables include:

1. Coordination of the MLTS Website Partner Content Team to establish “seasons” and an appropriate calendar for updating the MLTS Website. Coordination may include involvement of persons or organizations that are not specifically identified in this agreement.
2. Identification of existing MLTS Website content that can be relinked as 'featured' opportunities on landing pages per identified seasons. Landing pages include:
  - i. Home Page
  - ii. Trails General
  - iii. Destinations General Page
  - iv. Activities General Page
  - v. Specific Activities Pages
3. Updating of Update and Alerts for individual web pages based on seasonal realities and conditions on the ground.

### **Webmaster – Quarterly Content Updates**

New recreation opportunities and infrastructure enhancements to the Mammoth Lakes Trail System will need to be reflected on the MLTS Website. Ongoing expectations from the public for new and varied recreation opportunities and for timely information regarding the MLTS must be anticipated. MLTS Website content and potentially the MLTS Website itself will need to be updated to accommodate these realities. Deliverables to include:

1. Ongoing coordination with the MLTS Website Partner Content Team along with interested parties to identify potential new infrastructure projects for possible inclusion in the MLTS Website.
2. Ongoing coordination with the general public, user groups (Mammoth Trails) and interested parties to develop potential new activities and their experiences on the MLTS.
3. As directed by the TOML, draft scopes of work and estimated budgets for the creation and posting of new content.

### **Webmaster – Anticipated Updates to MLTS Website Infrastructure**

Contemporary technology is fast changing and will require updates to the programming and infrastructure of the MLTS Website. The ongoing introduction of new smartphones and tablets; new software, coding, and updated technical standards for existing software; opportunities emerging from Digital 395; and updates to 3rd party platforms used by the MLTS Website will require proactive engagement. Deliverables to include:

1. Recommendations for response(s) to MLTS Website user needs, whether for enhanced content delivery or enhanced technical capacity.
2. Ongoing review, evaluation and documentation of emerging and potentially relevant technologies for the MLTS Website.

## Webmaster – Quarterly Reporting to the Town of Mammoth Lakes

Quarterly reporting from the Webmaster will provide the Town with both quantitative and qualitative information on the performance, functionality and use of mammothtrails.org. Deliverables to include:

Produce and deliver written quarterly content management and website performance and user updates to the Town of Mammoth Lakes.

### “MLTS Website Technical Team”

The “**MLTS Website Technical Team**” will be responsible for the technical operations of the MLTS Website and shall consist of the MLTS Webmaster and representatives from the Town. The Town shall provide points of contact for its representatives to the “**MLTS Website Technical Team**”:

1. MLTS Webmaster (Consultant)
  - a. Name: **Nicole Montano**
  - b. Position: **Webmaster**
  - c. Email **nicolemontano@mltpa.org**
  - d. Telephone Contact: **760-709-0694**
  
2. Town of Mammoth Lakes technical representative
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Telephone Contact: **760-924-1819**
  
3. Town of Mammoth Lakes Administrative/Financial representative:
  - a. Name: **Jamie Robertson**
  - b. Position: **Assistant Engineer**
  - c. Email Address: **jrobertson@townofmammothlakes.ca.gov**
  - d. Telephone Contact: **(760) 934-8989, Ext. 283; (760)914-3133 (cel)**

### “MLTS Website Partner Content Team”

The “**MLTS Website Partner Content Team**” will be responsible for coordinating the content and content opportunities of the MLTS Website and shall consist of the “**MLTS Webmaster**” and representatives of partner agencies and organizations. The Town shall provide the following points of contact for representatives to the “**MLTS Website Partner Content Team**”:

1. MLTS Webmaster (Consultant)
  - a. Name: **Nicole Montano**
  - b. Position: **Webmaster**
  - c. Email **nicolemontano@mltpa.org**
  - d. Telephone Contact: **760-709-0694**

2. Town of Mammoth Lakes Trails Coordinator Representative:
  - a. Name: **(to be assigned)**
  - b. Position: **(to be assigned)**
  - c. Email Address **(to be assigned)**
  - d. Telephone Contact **(to be assigned)**
  
3. Town of Mammoth Lakes Administrative/Financial Representative:
  - a. Name: **Jamie Robertson**
  - b. Position: **Assistant Engineer**
  - c. Email Address: **jrobertson@townofmammothlakes.ca.gov**
  - d. Telephone Contact: **(760) 934-8989, Ext. 283; (760)914-3133 (cel)**
  
4. Inyo National Forest representative
  - a. Name: **(to be assigned)**
  - b. Position: **(to be assigned)**
  - c. Email Address **(to be assigned)**
  - d. Telephone Contact **(to be assigned)**
  
5. Mammoth Lakes Recreation Representative:
  - a. Name: **(to be assigned)**
  - b. Position: **(to be assigned)**
  - c. Email Address **(to be assigned)**
  - d. Telephone Contact **(to be assigned)**
  
6. Mammoth Lakes Tourism representative
  - a. Name: **Christie Osborne**
  - b. Position: **Interactive Marketing Manager**
  - c. Email Address **cosborne@visitmammoth.com**
  - d. Telephone Contact: **760-934-2712 ext. 1310**

### **Promotion and Coordination Opportunities**

Promotion opportunities will be coordinated with the community, local businesses and organizations and the media. Deliverables may include:

1. Coordination with Mammoth Lakes Tourism and Mammoth Chamber of Commerce.
2. Printing and distribution of “MLTS Smart Card”
3. Printing and Distribution of “MLTS Rack Card”
4. Implementation of “MLTS Website Linking Program”
5. Guided tours of MLTS Website for media reviews
6. Guided tours of MLTS Website to MLTS Partners through a “MLTS Ambassador” program targeting outreach to businesses and organizations
7. Implementation of Source Redirect program to enhance MLTS Website analytics, per guidance of MLTS Website Partner Content Team.
8. Submission of MLTS Website for peer review by bodies/organizations to offer constructive feedback on website improvements and potential promotion opportunities.

## **TECHNICAL SUPPORT & MAINTENANCE SUPPLIED BY TOML**

The Town commits to supplying professional website hosting, server administration, and timely emergency support for the MLTS Website. The Town acknowledges that these services are vital for the efficient and professional operation of the MLTS Website. Any costs to the content management of the MLTS Website associated with the disruption of the hosting capacity of the MLTS Website, the administration of servers, or a failure to provide timely emergency service to address technical operations failures of the MLTS Website as administered by the Town shall be addressed per the provisions of the "Contingency" section of this scope of work.

**WEB HOSTING:** The Town shall provide web-hosting services for the MLTS Website through Webfaction (<http://www.webfaction.com>). Should the Town desire to make changes to the webhosting services provided by Webfaction, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to web hosting services. Should "Extra Work" be required of Consultant due to a change in web hosting services; either a change of providers or through the failure of the Town to maintain its agreement with Webfaction, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Web Hosting Services
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Telephone Contact: **760-924-1819**

**SERVER ADMINISTRATION SERVICES:** The Town shall provide server administration services for the website hosted on Webfaction – or on a similar web hosting provider - including routine maintenance of the server, restarting of web services, server scaling, backups and restores, and OS patch updates. Should the Town either fail to provide, or choose not to provide, server administrator services, Consultant may provide those services as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Server Administration Services
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Mobile Phone: **760-924-1819**

**PHOTO GALLERY HOSTING FOR THE WEBSITE:** The Town shall provide the hosting of photographic images for the MLTS Website through SlideShow Pro (<http://slideshowpro.net>). The Town shall maintain photo gallery hosting services with SlideShow Pro through the life of this agreement. Should the Town desire to make changes to the photo gallery hosting services provided by SlideShow Pro, or move the photo galleries to an alternative provider, the Town will review alternative solutions with Consultant and allow 60 days advance notice of a proposed change to photo gallery hosting services. Should "Extra Work" be required of Consultant due to a change in photo gallery hosting services; either a change of providers or through the failure of the Town to maintain its agreement with SlideShow Pro, Consultant compensation would be considered as "Extra Work" per section 3.3.4 to this agreement.

1. Town's Technical Point of Contact for Photo Gallery Hosting Services
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Telephone Contact: **760-924-1819**

**MLTS WEBSITE EMAIL ACCOUNTS:** Consultant will maintain a variety of email accounts associated with the MLTS Website, including reviews@mammothtrails.org, info@mammothtrails.org, techteam@mammothtrails.org, webmaster@mammothtrails.org, and other email addresses as deemed necessary.

1. Town's Point of Contact for MLTS Website Email Accounts (if desired)
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Telephone Contact: **760-924-1819**

**NON-FEE ACCOUNTS:** Consultant shall maintain the following non fee services as part of the technical operation and content management of the MLTS Website: Google Analytics; Share This; Google Webmaster Tools; Bing/Yahoo Webmaster; Binary Canary; Cloudflare; New Relic; Twitter; Facebook.

1. Town's Point of Contact for Non-Fee Accounts (if desired)
  - a. Name: **Nate Greenberg**
  - b. Position: **Town/County IT Director**
  - c. Email Address: **ngreenberg@mono.ca.gov**
  - d. Telephone Contact: **760-924-1819**

## **CONTINGENCY**

Unforeseen events and opportunities will play a role in the operations of the MLTS Website. MLTS Website operations must be able to respond appropriately to unforeseen circumstances including but not limited to the following:

- Traffic to the MLTS Website exceeds capacity of the web host and crashes the Website. Extra bandwidth and server administration is required immediately.
- A catastrophic web hosting failure necessitates the installation of a full backup of the MLTS Website on an alternative webhost/data center.
- A member of the MLTS Website Technical Team is unable to perform to expectations necessitating alternative solutions to immediate needs.
- Unanticipated changes are needed to MLTS Website content or functionality in response to public safety needs or to fast moving changes in the technological environment that are beyond the control of the MLTS Webmaster or the MLTS Website Technical Team.
- Any unforeseen, unanticipated or technical failure of the MLTS Website for which there is no readily available or discernable explanation.

In order to maintain the capacity to implement viable solutions for unforeseen circumstances which may affect the reliable operations of the MLTS Website, and to maintain the capacity to implement technical and user interface needs of the MLTS Website that may arise from time to time, the Consultant may maintain time and material consulting agreements with third parties "SparkGeo" of Prince George, British Columbia, Canada, and "HoldFast Creative" of Denver, Colorado. There will be no paid advance or retainer paid for the purpose of establishing these subcontracts. Additionally, the Consultant will be available to work on a time and materials basis on projects designated and assigned by the Town. These third parties shall be retained by Consultant strictly as independent contractors to Consultant and shall not be considered parties to this Agreement or contractors of the Town.

The Town and Consultant acknowledge the following in regards to contingency efforts:

1. Funds for non-emergency contingency tasks will be considered, and may be approved, by the Town Manager or his/her designee based upon budget and scope recommendations of the MLTS Webmaster. These tasks will be considered as "Extra Work" per section 3.3.4 to this agreement.
2. In the event of a failure of the website or the existence of a condition which Consultant believes requires "Extra Work," Consultant shall communicate the failure or condition to the Town Manager (or his or her designee) in writing, along with a proposed course of action to remedy the failure or condition and a cost estimate for doing so.
3. Provided that the Town Manager or his or her designee has approved the work and costs in advance and in writing, Consultant will be reimbursed for the costs of resolving a failure or other condition as described in paragraph 2 above.
4. Should the Consultant encounter a catastrophic situation wherein the website is incapacitated or is delivering misleading and/or potentially harmful information to the public and the catastrophic situation requires extraordinary efforts including either 1) immediately addressing the cause of the catastrophic situation using available resources including posting to the mammothtrails.org web address a placeholder page advising that the "MLTS Website is currently not available" and 2) the identified contacts for the Town are not responsive per the communication protocols as established through this agreement within one (1) hour of the identification of a catastrophic situation, then the Consultant shall be empowered to take prudent and reasonable corrective actions at a cost not to exceed \$2,500 until communication can be re-established with a representative of the Town who will provide direction on any further corrective actions and will review consultants request for "Extra Work" as required and as detailed in this agreement.

**Project Information**

*Program:* **Operations**

*Program Category:* **Website**

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

*TOML Activity Code:* **235**

*Contractor Code:* **088\_04\_MT\_WebTML\_1617**

**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 16/17:* 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 16/17:* Ongoing server admin support for MLTS Website through contract for IT services with Mono County.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 1,000.00**

*Budget Recommendation:* **\$ 1,000.00**

**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\_04\_MT\_WebTML\_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:* **Website**

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

*TOML Activity Code:* **235**

*Contractor Code:* **098\_02\_MT\_WebCon\_1617**

### 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.

**2016:** This is a new project for consideration by the MTC that has been informed and developed based on outcomes from the following "track" from the **2016 Winter Recreation Summit:** "Reliable Information".

*Scope of Work 16/17:* 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 16/17:* 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 16/17**

*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:* **MLTS Website – Content Development**

*TOML Activity Code:* **235**

*Contractor Code:* **098\_02\_MT\_WebCon\_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:* **Information Systems**

*Project Name:* **MLTS Data Library**

*TOML Activity Code:* **236**

*Contractor Code:* **029\_02\_Data\_OM\_1617**

### 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 16/17:* 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.

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

*Deliverables 16/17:* 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 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 3,500.00**

*Budget Recommendation:* **\$ 3,500.00**

### 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\_02\_Data\_OM\_1617**

*Project Initiation Date:* **TBD**

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

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TOML

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MLR

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Project Lead/Contractor

*Project Acceptance Date:*

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

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TOML

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MLR

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Project Lead/Contractor

### Project Information

*Program:* **Operations**

*Program Category:* **Interpretive**

*Project Name:* **MLTS Interpretive Program**

*TOML Activity Code:* **237**

*Contractor Code:* **061\_01\_MLTS\_ISP1617**

### 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 16/17:* 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 16/17:* To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*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 Interpretive Program**

*TOML Activity Code:* **237**

*Contractor Code:* **061\_01\_MLTS\_ISP1617**

*Project Initiation Date:* **TBD**

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

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TOML

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MLR

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Project Lead/Contractor

*Project Acceptance Date:*

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

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TOML

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MLR

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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\_06\_Photo\_OM\_1617**

### 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 16/17:* Ongoing maintenance, updating, and management of the MLTS photographic and image library.

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

*Deliverables 16/17:* 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,

*Project Time Frame:* **TOML Fiscal Year 16/17**

*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\_06\_Photo\_OM\_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:* **Maintenance**

*Program Category:* **MUP Maintenance**

*Project Name:* **MLTS Winter Mobility Program**

*TOML Activity Code:* **251**

*Contractor Code:* **102\_03\_WintMob1617**

### Project Detail

*Project Description:* As described in Section 7.2.1. of the TSMP, "Paved Multi-Use Path Maintenance" provides specific and detailed recommendations for the enhanced maintenance of the Town's MUP system to better adapt to winter and snow covered conditions. The development of a Winter Mobility Program for the MLTS, for phased implementation starting in the winter of 2016/2017, will be the focus of this project, including "pilot" efforts that may be implemented in the winter of 2015/2016.

*Efforts to Date:* The Town has initiated efforts to maintain a variety of facilities for enhanced winter use, but most efforts do not appear to be part of a comprehensive "Winter Mobility Program" as detailed in the TSMP.

*Scope of Work 16/17:* 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:* 7.2.1. "Paved Multi-Use Path Maintenance"

*Deliverables 16/17:* 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 16/17**

*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**

**Initiation + Acceptance**

Approved Project Name: **MLTS Winter Mobility Program**

TOML Activity Code: **251**

Contractor Code: **102\_03\_WintMob1617**

Project Initiation Date: **TBD**

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

\_\_\_\_\_

TOML

\_\_\_\_\_

MLR

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Project Lead/Contractor

Project Acceptance Date:

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

\_\_\_\_\_

TOML

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MLR

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Project Lead/Contractor

### Project Information

*Program:* **Maintenance**

*Program Category:* **Soft Surface Trail Maintenance**

*Project Name:* **MLTS Trail Days - FOI**

*TOML Activity Code:* **252**

*Contractor Code:* **109\_SOS1617\_FOI**

### 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:* Now in its 8th season, 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 System.

*Scope of Work 16/17:* Please see the attached "Scope of Services and Budget" document from the FOI project contract.

*TSMP Citation:* 7.1.5. Volunteer Maintenance Efforts

*Deliverables 16/17:* Please see the attached "Scope of Services and Budget" document from the FOI project contract.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **FOI**

*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 Trail Days - FOI**

TOML Activity Code: **252**

Contractor Code: **109\_SOS1617\_FOI**

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 - MLTPA**

*TOML Activity Code:* **252**

*Contractor Code:* **108\_SOS1617\_MLTPA**

**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:* Now in its 8th season, 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 System.

*Scope of Work 16/17:* 2 Events in the Summer of 2016 and 1 event and marketing for all events in the summer of 2017.

*TSMP Citation:* 7.1.5. Volunteer Maintenance Efforts

*Deliverables 16/17:* 2 Events in the Summer of 2016 and 1 event and marketing for all events in the summer of 2017.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 8,500.00**

*Budget Recommendation:* **\$ 8,500.00**

**Leveraged Resources**

*Matching Funds (cash):* \$ - **Funds for lunch by Bleu Handcrafted Food donated by Sunrise Rotary from an application from MLTPA**

\$ -

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

*In Kind Services/Donations:* **TBD**

*Volunteer Hours:* **TBD**

**Initiation + Acceptance**

*Approved Project Name:* **MLTS Trail Days - MLTPA**

*TOML Activity Code:* **252**

*Contractor Code:* **108\_SOS1617\_MLTPA**

*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 Activity Code:* **252**

*Contractor Code:* **105\_02\_SoftSurfMaint1617**

### 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:* For the last nine summers, starting in 2007, the "Summer of Stewardship: Trail Days" program provided volunteers working with Friends of the Inyo and MLTPA opportunities to provide maintenance to the MLTS.

*Scope of Work 16/17:* 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 per the action of the Town Council of December 16.

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

*Deliverables 16/17:* To be detailed per action of the Town Council of December 16.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 50,000.00**

*Budget Recommendation:* **\$ 50,000.00**

### Leveraged Resources

*Matching Funds (cash):* **TBD**

*In Kind Services/Donations:* **TBD**

*Volunteer Hours:* **TBD**



**Initiation + Acceptance**

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

*TOML Activity Code:* **252**

*Contractor Code:* **105\_02\_SoftSurfMaint1617**

*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**

*TOML Activity Code:* **254**

*Contractor Code:* **102\_04\_WintGroom1617**

### 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.

*Scope of Work 16/17:* 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**.

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

*Deliverables 16/17:* 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 16/17**

*Project Lead:* **TOML**

*Funding Source:* **Measure R Funds**

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

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

### Leveraged Resources

*Matching Funds (cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

Approved Project Name: **MLTS – Winter Grooming**

TOML Activity Code: **254**

Contractor Code: **102\_04\_WintGroom1617**

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:* **Trailhead Maintenance**

*Project Name:* **MLTS Trailhead Maintenance**

*TOML Activity Code:* **256**

*Contractor Code:* **107\_01\_MLTS\_TH\_Maint1617**

### 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:** This is a new project for consideration by the 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".

*Scope of Work 16/17:* 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.

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

*Deliverables 16/17:* To be reviewed and approved by the MTC based upon recommendations of the Trails Coordinator.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 2,500.00**

*Budget Recommendation:* **\$ 2,500.00**

### Leveraged Resources

*Matching Funds (cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

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

*TOML Activity Code:* **256**

*Contractor Code:* **107\_01\_MLTS\_TH\_Maint1617**

*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:* **Stewardship**

*Program Category:* **Mammoth Trails**

*Project Name:* **Mammoth Trails**

*TOML Activity Code:* **272**

*Contractor Code:* **014\_06\_MT\_OM\_1617**

### Project Detail

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

*Efforts to Date:* Founded by Charter in 2008; met regularly through 2012; has met on an as needed basis from 2012 – 2016 to provide comment on a number of Agency planning efforts; convened and facilitated by MLTPA.

*Scope of Work 16/17:* At the direction of the Trails Coordinator, convene and maintain "Mammoth Trails", a confederation of outdoor recreation user groups and clubs.

*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.

*Deliverables 16/17:* "Mammoth Trails" meetings to be convened and facilitated as needed.

*Project Time Frame:* **TOML Fiscal Year 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

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

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

### 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\_06\_MT\_OM\_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:* **Stewardship**  
*Program Category:* **Adopt A Trail**  
*Project Name:* **Adopt A Trail**  
*TOML Activity Code:* **276**  
*Contractor Code:* **041\_02\_AAT1617**

### 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.

*Scope of Work 16/17:* 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 16/17:* 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 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 2,500.00**

*Budget Recommendation:* **\$ 2,500.00**

### 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\_02\_AAT1617**

Project Initiation Date: **TBD**

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

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TOML

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MLR

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Project Lead/Contractor

Project Acceptance Date:

**Project Acceptance Attest  
MTC Committee + Project**

**Lead/Contractor:**

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TOML

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MLR

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Project Lead/Contractor

**Project Information**

*Program:* **Marketing/Promotion**

*Program Category:* **Trail Maps / Guides**

*Project Name:* **Printed Maps and Trail Guides**

*TOML Activity Code:* **282**

*Contractor Code:* **103\_02\_MapsGuides1617**

**Project Detail**

*Project Description:* Production and distribution of MLTS maps and related hard goods.

*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 16/17:* 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 16/17:* 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 16/17**

*Project Lead:* **MLTPA**

*Funding Source:* **Measure R Funds**

*Council Approved Budget:* **\$ 5,301.25**

*Budget Recommendation:* **\$ 5,301.25**

**Leveraged Resources**

*Matching Funds (cash):* **None**

*In Kind Services/Donations:* **None**

*Volunteer Hours:* **None**

**Initiation + Acceptance**

Approved Project Name: **Printed Maps and Trail Guides**

TOML Activity Code: **282**

Contractor Code: **103\_02\_MapsGuides1617**

Project Initiation Date: **TBD**

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

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TOML	MLR	Project Lead/Contractor
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Project Acceptance Date:

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

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TOML	MLR	Project Lead/Contractor
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