

MAMMOTH LAKES RECREATION (MLR) Board Meeting

MONDAY, December 15, 2014

1:00 p.m. (NOTE TIME)

**Ellie Randol Room – Mammoth Lakes Branch Library
400 Sierra Park Road, Mammoth Lakes, CA 93546**

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

Board Members: Jo Bacon, Rich Boccia, Tom Johnson, Michael Ledesma, David Page, Drea Perry, Teri Stehlik, Danna Stroud, and Rick Wood.

PUBLIC COMMENTS

ADMINISTRATIVE ITEMS

1. Approve Minutes of December 1, 2014 Board meeting
2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects
3. MLR Budget Report
 - a. Expenditures Report to Town
4. Report from Allocations Committee
 - a. Review and consider approving recommendation for interim funding cycle schedule including request form, timeline and outreach plan (to be presented to Town Council at 12/17/14 meeting)
5. Report from Reconciliation Committee
 - a. Review and consider approving recommendations for Measure R & U funding policies for interim funding cycle (to be presented to Town Council at 12/17/14 meeting)
6. Report from Strategy Committee
 - a. Review and consider approving recommendations for interim funding cycle “focus” (to be presented to Town Council at 12/17/14 meeting)
7. Report from MLTS Committee
 - a. Review and consider approving recommendations for SHARP NEPA process (to be presented to Town Council at 12/17/14 meeting)
8. Appoint MLR Executive Director Recruitment Ad Hoc Committee
 - a. Ad Hoc Committee will review resumes and identify candidates for interviews
 - b. Executive Committee will establish compensation package for MLR Board to approve
9. Communications Committee to distribute “branding” homework to complete for January 5th meeting
10. MLR Board Member resignations
 - a. Michael Ledesma
 - b. Rick Wood

11. MLR Board Member Reports

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

To the next meeting of the MLR Board, Monday, January 5, 2015 at 1:00 p.m.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the Mammoth Lakes Library outside window not less than 72 hours prior to the meeting. Dated this 12th day of December, 2014.

Tom Johnson, MLR Secretary

Attachments:

12/01/14 Draft Minutes
Expenditures Report to Town
Interim Funding – Workflow
Interim Funding – Request Form
Interim Funding – Scope & Instructions
Reconciliation Committee Recommendations
MLTS Committee SHARP NEPA Review

**Minutes of Mammoth Lakes Recreation Annual Board Meeting
Monday, December 1, 2014**

ROLL CALL

President Stroud called the meeting to order at 1:08 pm at the Training Room in the Mammoth Lakes Fire Station #1 3150 Main Street, Mammoth Lakes, CA 93546. Present were Jo Bacon, Tom Johnson, Michael Ledesma, Drea Perry, Teri Stehlik, and Danna Stroud. David Page and Rich Boccia were present via telephone. Rick Wood was not present.

ADMINISTRATIVE ITEMS

1. Approve Minutes of November 17, 2014 Board meeting

Approved as written (M Stehlik / S Bacon 9-0).

2. Update from Town of Mammoth Lakes staff/contractors on recreation-related projects

Grady gave a status report of Sarbanes Grant work in Lakes Basin

- Last piece of wood bridge will be delivered on Friday
- Asphalt on both ends complete

Winter Recreation Maps

- In production - 20,000 (3,000 weather-proof)
- Hard copies in hand this week
- FS encouraging any business that wants to carry them to get
- Same info as last map version
- Also producing Summer map per MLTSCC for next summer
- \$15,000 cost for summer map (full \$7500 contribution from MLTS to be spent)
- \$20,000 grant received – (\$15,000 to be spent - another 10,000 for summer)
- MLTSCC's \$7500 contribution is leveraging \$25,000
- Same look/feel as Mammoth Lakes Trails System Maps
- Mills Davis designer – (chosen after 3 bids)

Lake George and Lake Mary Projects

- Multi-use path from Lake Mary to Lake George - design up to 30% - contract to do construction docs in place
- Plan to begin construction as early in the spring of 2015 as possible
- Environmental Analysis under way – FS believes project will qualify as a categorical exclusion
- Includes road realignment up to Pokonobe (but not to George)

- Parking a problem - especially for emergency/service vehicles
- Goal - zero net loss of parking (per District Ranger)
- \$1.26 mil for George and Mary project
- FS consolidating findings of LABS and 98-2001 process

3. MLR Board Training

a. Review MLR Funding Scenario 5.0 from MLR Formation Process

Jo Bacon walked the Board through Funding Scenario document.

4. Review and consider action to approve proposed MLR Budget for FY 14-15 (revised budget)

5. Update from ED Recruitment

- Formation of an ad-hoc committee to review applications to be agendaized for 12/15 Board Meeting

6. Report from Reconciliation Committee

- Jo and Teri – goal is to help Allocations Committee determine the right questions to ask in funding applications and to improve the post-project performance review
- Jo mentioned John Wentworth's request at last Town Council meeting that MLR's goal should be to drive leveraged funding (across projects and groups) and to track and encourage in-kind funding
- Finding: Business Plan/Operating Plans must be submitted at the beginning of Private/Public partnerships to define roles and expenditure
 - Danna refers to Skate Park as cautionary tale

7. Report from Communications Committee

Tom laid out first steps of communication plan for MLR:

- Branding requirements – Tom to give members branding “homework” at 12/15 meeting and lead branding exercise at Jan 5 board meeting
- Website to be clearing house for all rec/arts/mobility work in Mammoth with archives of all relevant planning documents, calendars, and links to relevant resources. Transparent presentation of all funding related documents (applications, studies, progress reports, etc).
- Outreach – all available channels. MLR to be very public board.
- Dion Agee asked how MLR could drive more people to sign up for the “Interested Parties” email. Recommended plugs in Stu's News and sending invitations through other town distribution lists. Tom to pursue solutions.

a. Facebook Page

- David has created the page. Purpose of channel both informational and inspirational.
- b. Protocol for use of MLR email address
- No expectation of privacy. Board members should use emails as if published and available to the public.
- c. Google Calendar use for MLR Committee scheduling – On website – Secretary and Committee Chairs to populate. To be used for all MLR related or relevant calendaring.

8. MLR/TOML Contract Deliverables Schedule

- Google Spreadsheet - Danna and Tom to draft, David and Tom to determine integration

9. Set January/February 2015 MLR Meeting Schedule

- Dec 7 Allocation - 12pm
- Dec 8 Strategy - 3pm
- Jan 5
- Jan 15
- Jan 26
- Feb 9
- Feb 23

Locations still TBD

10. Reports from MLR Committees (standing reports)

a. Development

b. Allocations

- Board reviewed and proposed edits to new funding request form
- Committee to draft separate workflow document for interim funding cycle
- Committee to draft cover letter for interim funding cycle

c. Strategy

- Strategy Committee will shift focus away from long-term priorities and strategy for the next meeting in order to draft a "Focus" document for the interim funding cycle.

d. Performing Arts Center – Ad Hoc

e. MLTS

11. MLR Board Member reports

Jo – Reminded Board that Inyo county board of Supervisors will discuss Adventure Trail on 12/2

Jo – Ice Rink roof project before Council - problems with lease

Meeting Adjourned

Mammoth Lakes Recreation Reconciliation Committee Recommendations for Allocations Process

The MLR Reconciliation Committee has started a programmatic audit Measure R and U projects with a review of the Summer 2014 Measure U projects. This programmatic audit was an element of the process intended by the two ordinances, but was never addressed until the formation of MLR and assignment of these duties to MLR through the contract with the Town.

In reviewing the Performance Reports and other information, the Committee is bringing the following policy items to the attention of the MLR Board for possible inclusion in the upcoming recommended interim funding cycle.

Please note that the Committee intends to re-design the Performance Report and Special Events Survey to ensure that the necessary information is reported. This will be worked on in the next few weeks and brought forward for recommendation prior to the close of the interim funding cycle. It will also be formatted to match the new funding request form and attachments.

Also, all these policy recommendations refer to "projects" of all kinds, rather than making a distinction between events, construction projects, grant matching funds, and other types of funding requests.

Allocation Process Recommendations:

Use of Funds:

Of the \$259,995 allocated in the Fall 2013 Measure U awards, \$54,695, or 21%, was used for advertising/marketing. There is a concern about whether this is an appropriate Measure U expense. With Measure A and TBID dollars designated for marketing, Measure U funds should be used for infrastructure and other operations/programming needs of projects.

The committee's recommendation is to not fund marketing or advertising from this MLR funding base. However, if projects have other costs which meet the definition of the ordinances as allowable expenses, those requests should be considered. Applicants are encouraged to work with Mammoth Lakes Tourism for their marketing/advertising needs.

Requests Need to Follow the Town's Fiscal Year:

To align with the July 1 – June 30 fiscal year and to properly account for and reconcile projects, funding requests should be expected to follow both fiscal year and season.

The following Seasonality Example allows for this:

ESTA Trolleys for Special Events are needed starting in June and finishing in October. Rather than have the remaining amount of an allocation "hanging over" between October and June, and to reconcile shortly after the season has ended, the next funding cycle requests should identify funds needed for May/June of 2015 (FY 14-15) and funds needed for July/October 2015 (FY 15-16) separately in the funding request.

There would be one total award, but funds allocated to two fiscal years to match the Town's fiscal year. Reconciling would be for the entire period, completed in Fall 2015.

Coordinating Costs:

Any project request which incur costs for TOML staff time, such as Public Works setup, need to be coordinated in advance and included in that project's funding request. This allows the full project cost to be identified. This should also be shown clearly in the letter of engagement or contract.

ESTA Trolley expenses should also be coordinated in advance and included in that funding request which the Town staff will compile and submit.

Single Project Funding Requests:

Each project needs to have a separate funding request, even if the proponent is the same. This past year, two events were combined (Kamikaze and Fall Century) which required additional reconciliation work to track expenses programmatically.

Financial Reporting During Allocation Process:

The committee recommends a full budget be included for all funding requests, with the percentage of R/U funds requested clearly identified. This budget needs to show all other funding sources as well.

Further the committee recommends that a funding history should be included in each funding request. Support from R/U should decrease from year to year. And, there should be a specific number of years after which the project is self-sustaining with the goal that all projects are self funded by the end of the third year except for special projects that meet all criteria and are approved by the MLR Board for long term funding for operational costs.

Grants to other Organizations from "Proceeds":

Each funding request needs to clearly state whether there is an intention to use proceeds to support other organizations. The Committee is concerned with the past practice of requesting tax dollars and then passing funds along to other organizations rather than returning the R/U funds. Organizations that are funded by MLR are expected to meet their budget obligations with profit margins being reimbursed to MLR and not used to support other organizations that may have partnered in the proposed project with the expectation of receiving a grant at the close.

Documentation of Awards:

All awards should be documented in writing, through either a letter of engagement or a formal contract. That way, all parties are clear as to what has been funded and at what level. This would be an important document for the programmatic audit.

Performance Report/Programming Audit Recommendations:

Survey Results:

Projects need to summarize their Special Event Surveys, and provide statistics within the Performance Report. The re-designed Performance Report will be designed with specific information requested, such as attendees in the current year and past year(s).

Financial Reporting After Project Is Completed:

For each project, a profit and loss statement is required. This will allow the MLR Audit Committee the opportunity to ensure that expenditures were aligned with the request for funding and are allowable as outlined in the language of the measures. The purpose of the programming audit is to ensure that funding has been allocated based on request in a transparent process that builds public trust on how MLR is responsible for tax payers dollars. Simply asking for invoices does not provide a full report to the community on how funds were spent and other contributions to the success of the project.

MLR MLTS Committee Review of the SHARP NEPA Deliverable

Following the Town contract deliverable to "Collaborate with the Town and partners on providing recommendations for the continuation, prioritization, implementation and design of programs and services to support the Mammoth Lakes Trail System (MLTS)...", the MLTS Committee of the MLR Board has completed an initial review of the unfinished work previously assigned to the Mammoth Lakes Trails System Coordinating Committee (MLTSCC) as it relates to the SHARP NEPA process.

This document analyzes the specific deliverable under this portion of the contract to "...review and confirm the list of initial trails to be incorporated in the SHARP NEPA review by December 31, 2014 and recommend a level(s) of funding to be committed for future SHARP area trail maintenance."

This document is based on a review of work products and the last three MLTSCC meetings via Granicus along with the original SHARP documents, and documents provided by the Town.

Upon consideration of the contract deliverable, it is important to note that the MLTS Committee does not believe sufficient information is available to meet the deliverable timeline, and so has outlined the necessary information and steps needed with the intent to complete this deliverable. We are aware that any further delays might restrict any projects completed over Summer 2015, but believe that the information gathering, clarifications, communications and collaborations are pertinent to making strategic decisions on future trails development and maintenance in the SHARP area.

Please note that the following items are numbered for ease in discussion, no priority intended.

- 1. Reconvene the Sherwin Working Group (SWG) for one meeting to provide the community with information and receive input on changes/updates in this project's scope and priorities.** There are incongruent priorities between the 2009 SWG SHARP document's approved priorities, those verbally presented by the Inyo National Forest (INF) at the April 7, 2014 MLTSCC Meeting, and the fact that MLTSCC never came to consensus on priorities of their own. It is critical to ensure that the community is aware of any changes in priorities, as expectations can delay or derail the NEPA Scoping Process, which follows after identification of trails for site-specific NEPA analysis.
- 2. The committee recommends that the Town continue to advance the community's concerns that the NEPA process be programmatic and include an analysis of cumulative effects for the entire area, not just selected trails and alignments.** The Town should request the Inyo National Forest confirm their agreement with this approach in writing.
- 3. Scope of Challenge Cost Share Agreement Changes.** As the scope of the NEPA process is negotiated to meet the requirements of #2 above, the costs charged to

date need to be reconciled as well as a report on the milestones met and/or tasks completed. If there are any changes in the scope of the project, this needs to be reported as well. Finally, an update is needed on whether the full \$152,075 committed to completing the SHARP NEPA will be expended based on any changes in scope.

4. **Resource Study Reporting.** Results from completed resource study work in the SHARP work area were only captured in writing from a partial transcript of the April 7, 2014 MLTSCC meeting, in minutes that were corrected at the May 5, 2014 meeting but are not available for review. The extent of the studies, which have a direct impact on the environmental analysis of the entire SHARP area, need to be confirmed. The Town should request the Inyo National Forest provide a written report of the Resource Study results.
5. **Trail Maintenance Funding.** The second portion of the contract deliverable addressed in this document relates to determining ongoing maintenance funding for new trails. However, the MLTS Committee is unable to proceed with determining funding until the Inyo National Forest (INF) and Town have defined "maintenance" and the INF has clearly defined what they consider as proof of the "ability to construct and maintain" trails – a requirement .
6. **Reconciliation of MLTSCC Projects.** There are several outstanding MLTS projects that the MLR Reconciliation Committee is currently reviewing. It is anticipated the reconciliation of those projects will be brought to the MLR Board in January 2015. With reconciliation complete the MLTS Committee can complete prioritization of MLTS projects. Some of the needed information will come from the MLR Reconciliation Ad Hoc Committee, but additional information may be needed from Town staff.
7. **Repurposing a MLTSCC Award.** To meet the contract deliverables, the MLTS Committee recommends that MLR request of the Town a repurposing of the already allocated MLTSCC Admin Support funds for FY 14-15 (\$19,755) as follows:
 - a. Authorize MLR to use a portion of the funding to hire or contract for a Trails Coordinator and
 - b. Hire a facilitator for one public meeting regarding trails to be included in site-specific SHARP NEPA as noted in #1 above.
8. **Working Relationships.** The MLTS Committee appreciates that the working relationships as noted in the contract need further definition. MLR is ready and willing to work with the Town and partners on defining these roles.
9. **Strategic Decisions.** MLR intends to make decisions and recommend Town Council actions based on an overall strategy. This, we believe, is one of the reasons that MLR was formed so that the projects funded are not always the "easiest" or "quick fixes." Rather, MLR will propose that all Measure R/U funds are spent on significant projects as outlined in the upcoming MLR Strategy recommendations.

MLR expects the strategy discussions to be concluded and presented to Town Council over the next few months.

10. **Completed Projects.** Also related to the definition of strategic trails completion is the question of ownership or responsibility for constructed trails. From the SHARP document trail #12b (Panorama Dome) was built through a previous Summer of Stewardship Event. However, the decisions related to #5 above regarding maintenance are incomplete. To enter into future commitments without a conclusion of this issue is problematic. The MLTS Committee is recommending the Town, INF and MLR convene to clarify the issue of ownership and/or responsibility for constructed trails.
11. **Winter Trails.** In one of the final MLTSCC meetings, the INF representative stated that Winter SHARP trail suggestions should not be part of the initial trails list, as they would be incorporated into the concurrent OSV evaluation and analysis under Subpart C work that needs to be completed. The MLTS Committee is recommending the Town should request written confirmation of this statement and also request a list of the trails in the SHARP area that are being considered in the Subpart C analysis.
12. **SHARP Area FY 14-15 Projects assigned to Town Staff.** To meet this deliverable, the MLTS Committee also needs to review the current year projects and staff progress on those funded by MLTSCC dollars. Directly related to this particular discussion is the Soft Surface Trail Standards and Soft Surface Cost Share Agreement projects which have been funded for the current fiscal year. The Committee requests that the Town communicate project status, assigned staff, etc. to assist MLR in completing this deliverable.

Mammoth Lakes Recreation
Budget to Actuals
as of November 30, 2014

				Jul - Nov 14	Budget	% of Budget
Ordinary Income/Expense						
Income						
Direct Public Support						
Corporate Contributions				0.00	5,000.00	0.0%
Individ, Business Contributions				2,061.24	5,000.00	41.23%
Total Direct Public Support				2,061.24	10,000.00	20.61%
Government Grants				40,000.00	215,000.00	18.61%
Total Income				42,061.24	225,000.00	18.69%
Expense						
Business Expenses						
Filing Fees				926.00	1,000.00	92.6%
Total Business Expenses				926.00	1,000.00	92.6%
Contract Services						
Accounting Fees				232.20	4,000.00	5.81%
Legal Fees				0.00	2,500.00	0.0%
MLR Website Develop./Maint.				0.00	10,000.00	0.0%
Graphic Design				0.00	5,000.00	0.0%
Total Contract Services				232.20	21,500.00	1.08%
Office						
Office Supplies				240.52	600.00	40.09%
Postage				86.41	500.00	17.28%
Photocopying				0.00	250.00	0.0%
Printing				8.25	1,000.00	0.83%
Rent/Utilities				0.00	1,300.00	0.0%
Telecommunications				0.00	800.00	0.0%
Computer Hardware/Software				0.00	2,500.00	0.0%
Total Office				335.18	6,950.00	4.82%
Insurance						
D&O Insurance				832.00	1,000.00	83.2%
Liability Insurance				959.00	832.00	115.26%
Worker's Compensation				0.00	8,000.00	0.0%
Total Insurance				1,791.00	9,832.00	18.22%

Mammoth Lakes Recreation
 Budget to Actuals
 as of November 30, 2014

				Jul - Nov 14	Budget	% of Budget
Payroll Expenses						
		Salaries		0.00	112,500.00	0.0%
		Benefits		0.00	10,125.00	0.0%
		Payroll Taxes		0.00	9,000.00	0.0%
		Total Payroll Expenses		0.00	131,625.00	0.0%
		Travel Expenses		0.00	500.00	0.0%
		Contingency		0.00	28,593.00	0.0%
		Reserve		0.00	25,000.00	0.0%
		Total Expense		3,284.38	225,000.00	1.46%
		Net Ordinary Income		38,776.86	0.00	100.0%
Net Income				38,776.86	0.00	100.0%

Mammoth Lakes Recreation		
Report of Expenditures - November 2014		
Income		
\$25,000.00	November 2014 Contract Payment	
\$25,000.00	Total Expenditures	
Expenditures		
\$959.00	11/4/2014	Liability Insurance Premium
\$832.00	11/4/2014	D&O/Employer Liability Premium
\$1,791.00	Total Expenditures	
\$23,209.00	Balance Available	

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MLR INTERIM FUNDING CYCLE

WINTER 2015

**Available Online
December 19, 2014**



Funding Request Forms Due

January 12, 2015

**Allocation Committee
Organizational Meeting**



Special MLR Board Meeting

Full board review of funding requests.
Q&A with applicants and public comment.

January 28, 2015

1pm, Suite Z

437 Old Mammoth Road, Mammoth Lakes, CA 93546



MLR Board Meeting

Full board vote on funding requests.

February 9, 2015

1pm, Ellie Randoll Room, ML Library

400 Sierra Park Road Mammoth Lakes, CA 93546

**Extra Board Session
If Necessary**



**MLR Presents Funding
Recommendations To Town Council**

Public Session

February 18, 2015

6pm, Suite Z

437 Old Mammoth Road, Mammoth Lakes, CA 93546

MLR INTERIM FUNDING CYCLE

Winter 2015

Scope and Instructions

At the request of the Mammoth Lakes Town Council, the Mammoth Lakes Recreation Board has created an interim funding cycle for awarding grants from Measure R and Measure U in the first quarter of 2015. This interim funding cycle will be **limited in scope and amount** and will serve as a stopgap for recreation, mobility, and arts & culture funding until a new comprehensive application process is approved by Town Council and put into place in Fall 2015.

SCOPE

- ❖ Town Council must approve all MLR funding recommendations.
- ❖ Both capital and non-capital projects will be considered for funding.
- ❖ All funded projects receive a letter of engagement and contract and must produce a post-project performance report and review.
- ❖ **Fast Track Only.** MLR has produced a simplified *Funding Request Form* for this cycle. Consideration of complex or controversial projects that require additional study beyond the scope of the attached form will be deferred.
- ❖ **Leveraged funding.** Town Council has tasked MLR with reviewing all relevant projects currently in the town pipeline and developing prioritized funding recommendations once this interim funding cycle is complete. MLR will also publish a document detailing the strategic vision and reasoning behind its recommendations. This work is ongoing, but a core component of MLR's emerging strategic vision is the facilitation of better strategic partnerships and coordination among town organizations and privileging projects that add long-term value to the community or develop shared resources for other groups, events or projects. This priority will figure prominently in the board's deliberations during this interim funding cycle.
- ❖ **No marketing.** MLR strongly believes that Mammoth Lakes already has a publicly-funded marketing organization (MLT) through which the collective and individual marketing goals of the town should be filtered. Marketing will therefore NOT be considered a legitimate expenditure for this limited-scope funding cycle.

INSTRUCTIONS

1. Review the scope of this interim funding cycle carefully. Also study the attached workflow document for all due dates, meeting times, and information on public comment sessions and Q&As.
2. Fill out the attached *MLR Funding Request Form* and be sure to include the required executive summary.
3. Request Form must be received by **5pm on Monday January 12, 2015. Late applications will not be considered.**
You may submit your Request Form in three ways:
 - a. Email attachments to info@mammothlakesrecreation.org
 - b. Mail your Request Form to: PO Box 8562, Mammoth Lakes, CA 93546
 - c. Deliver your request form in person to the MLT office at 2520 Main Street, Mammoth Lakes, CA 93546

DRAFT

MLR Funding Request Form

Applicant Information	
Organization	
Contact Person	
Phone	
Email	
Address	
City, State, Zip	
Website URL	

Project Information	
Project Name	
Request Amount	\$
Date Submitted	
Location	
Start Date	
End Date	
Website URL	

Check the appropriate box
Yes No

1. Does this project fall under one or more of the following categories?

Check the categories that apply:

- Recreation
- Trails
- Mobility
- Arts & Culture

2. Does this funding request replace previous or existing funding sources?

If so, please list all previous sources, amounts, and operative years:

<i>Source</i>	<i>Amount</i>	<i>Year</i>

3. Is this a one-time funding request for this project? If not, please describe any future operations, maintenance or replacement costs:

Yes

No

4. Have you previously received funding from MLR, Measure R or Measure U?

If so, please describe:

<i>Project Name</i>	<i>Dates</i>	<i>Amount</i>

5. Are all contingencies, permits, agreements and approvals in place for this project?

6. How will these funds be used and when will they be needed? Check all that apply:

	<i>Amount</i>	<i>Dates Needed</i>
<input type="checkbox"/> Planning		
<input type="checkbox"/> Operations		
<input type="checkbox"/> Maintenance		
<input type="checkbox"/> Facility		
<input type="checkbox"/> Programming		
<input type="checkbox"/> Administration		
<input type="checkbox"/> Equipment		
<input type="checkbox"/> Construction		

Other _____

7. Is this project:

- Town owned or managed
- Private
- Non-profit
- Partnership. Please list all partners:

8. Is this project included in any existing Town project plans? Check all that apply:

- General Plan
- Parks & Rec Master Plan
- Trail System Master Plan
- Draft Pedestrian Plan
- Master Bikeway Plan
- Plan Your Parks
- DRCEDS
- Biathlon Feasibility Study
- Arts & Culture Feasibility Study
- RecStrats 2
- Town CIP
- Mobility Plan
- Other _____

9. Please list all other funding sources and amounts for this project (including in-kind services):

<i>Source</i>	<i>Amount</i>
PROJECT TOTAL	

10. Please attach a one-page summary of your project. Include the following details:

- a. Project Description
- b. Target Markets
- c. Long-term Benefits to the Community
- d. Economic Impact
- e. Project Budget